

CFP BOARD

CERTIFIED FINANCIAL PLANNER BOARD OF STANDARDS, INC.

CFP® EXAM CANDIDATE HANDBOOK

JULY 2017



QUICK REFERENCE GUIDE

CFP® Examination Testing Windows

March | July | November

July CFP® Examination Testing Windows

Testing Window: July 11-18, 2017
(Education Verification Deadline: June 13, 2017)

Exam Registration Deadlines and Fees

The registration period for each exam administration is three months, and is broken into three phases: Early Bird Registration, Regular Registration, and Late Registration. Candidates are encouraged to

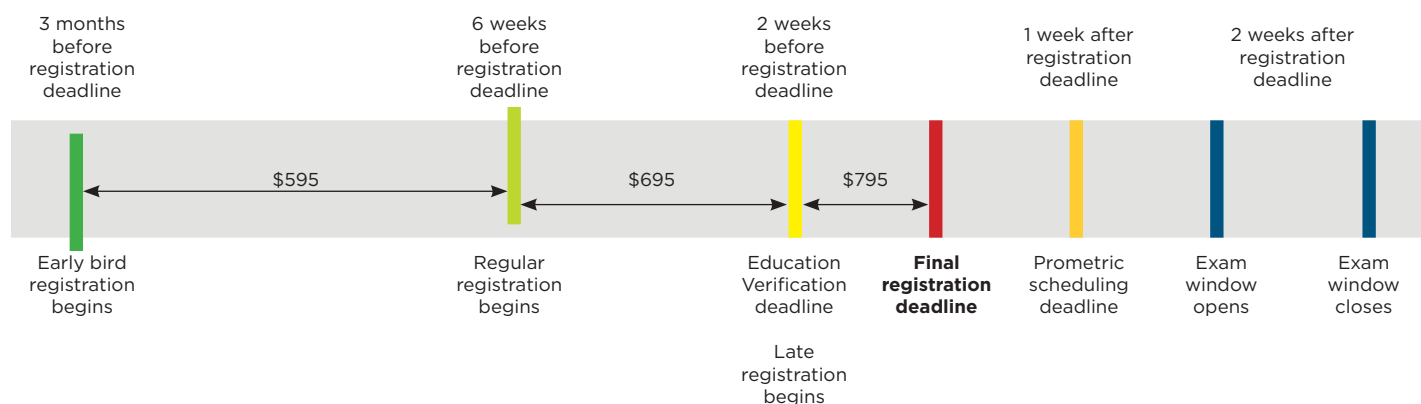
register as early as possible to benefit from the Early Bird Registration price and for the best date and site availability.

	Opens	Closes	Fee
Early Bird	Mar. 23, 2017	May 16, 2017	\$595
Standard	May 17, 2017	Jun 13, 2017	\$695
Late Registration	Jun. 14, 2017	Jun. 27, 2017	\$795

Register for the Exam

Register online at CFP.net/exam

CFP® Exam Pricing and Registration Timeline



Contact Information

Prometric Test Centers

Contact Prometric with questions about the schedule or the test center for an upcoming examination.

Prometric Phone: 888-226-9336

Site Closures: prometric.com/en-us/pages/siteclosure.aspx

CFP Board

Contact CFP Board with questions about exam and certification requirements.

800-487-1497 (Toll-Free) or 202-379-2200

examinations@cfpboard.org

1425 K Street NW #800
Washington, DC 20005

Fax: 202-379-2299

Exam Integrity Tip Line: 855-392-6847

Medical or Other Emergencies

No Shows: If you fail to appear for the exam and do not provide documentation of medical or other emergency afterwards, you will forfeit the entire exam fee.

Waiver Requests: In case of a medical or other emergency, CFP Board will consider waiving the forfeiture of the exam fee. The request must be in writing and supported by verifying documentation from a third party. **Requests must be received within 10 business days of the close of the exam window.**

Inclement Weather/Test Site Emergency: Unforeseen circumstances may require a test center to unexpectedly close. Should this happen, Prometric will make every effort to contact you so that you don't travel to the center. Prometric will try contacting you by email and by telephone. Ensure that the contact information you provide during the scheduling and registration process is accurate. You will be contacted by the Prometric scheduling department within 48-72 hours to reschedule your appointment.

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MESSAGE FROM CFP BOARD'S DIRECTOR OF EXAMINATIONS

Congratulations on your decision to pursue CFP® certification. The education, examination, experience, and ethics requirements to become a CFP® professional are rigorous but achievable, and well worth the effort. This Examination Handbook will guide you through the process of registering for, taking, and understanding the results of the CFP® Certification Examination (CFP® exam).

The CFP® exam is an important milestone on your path to CFP® certification. The exam is comprehensive in scope and designed to assess your ability to integrate and apply a broad base of financial planning knowledge in the context of real life financial planning situations. All facets of the CFP® exam are guided by CFP® professionals, including the determination of content coverage, writing, reviewing and approving of exam questions, as well as the scoring and passing criteria. By passing this exam, you demonstrate to the public that you have attained a competency level necessary to practice independently as a financial planner.

This handbook is designed to help you through the process of registering for, preparing for and sitting for the CFP® exam. If you have questions along the way, we are here to help. Please feel free to contact our dedicated Stakeholder Services team at **800-487-1497** or our Exams staff at examinations@cfpboard.org.

All of us at CFP Board wish you the best as you prepare to take the CFP® exam and continue on your path toward a rewarding career as a CFP® professional.

Best Regards,



Isabelle Gonthier, Ph.D.
Director of Examinations
CFP Board



"By passing the CFP® exam, you demonstrate to the public you have attained a competency level necessary to practice independently as a financial planner."

OVERVIEW

The CFP® Certification Examination is designed to assess your ability to integrate and apply a broad base of financial planning knowledge in the context of real life financial planning situations.

To sit for the exam, you must have completed a financial planning curriculum at a CFP Board-Registered Program, or satisfied CFP Board's education coursework requirement through the Challenge Status or Transcript Review options.

The CFP® exam is administered during three 8-day testing windows each year, with one testing window available each March, July and November. Candidates select their test day and testing location from a network of more than 265 testing sites in the U.S. provided by Prometric, CFP Board's testing administration partner. Each testing appointment is 7 hours, to accommodate 6 hours of testing time as well as time for check-in and security procedures and a lunch break (find additional details in the "Exam Day" section of this handbook).

CFP® Certification Examination

- 170 multiple-choice questions
- Two 3-hour sessions

The CFP® exam consists of 170 multiple-choice questions, delivered in a computer-based format, over the course of two 3-hour sessions. The exam includes both stand-alone and scenario-based questions. Scenarios can be brief, with a few accompanying questions, or more extensive, with 10-20 associated questions. Candidates progress through the exam at their own pace within the provided time allocations.

The CFP® exam is a pass/fail exam. Preliminary exam results are provided to candidates upon completion of the exam at the testing site. Results are verified by CFP Board within four weeks following the end of the exam testing window, and official exam results are delivered to candidates by secure email.

Exam Content and Development

The CFP® exam measures your critical thinking and problem-solving ability, with less emphasis on factual recall or recognition. The exam does not test textbook theories; rather, it assesses your ability to apply financial planning knowledge in an integrated approach to real-life financial planning situations. To develop exams that reflect the current practice of financial planning, CFP Board conducts regular Job Task Analysis studies to identify the important tasks performed by planners and assess the knowledge and skills needed to perform these tasks.

Based on the outcomes of the Job Task Analysis, exam questions are written by volunteer CFP® professionals, with leadership provided by testing experts. The exam questions are subjected to a rigorous, multiple stage review process, including a final review by CFP Board's Council on Examinations.

The content of the CFP® exam is based on CFP Board's Principal Knowledge Topics and Job Task Domains (refer to Appendices [A](#) and [B](#) for complete lists). The March 2016 CFP® exam and later exams are based on the 2015 Job Task Analysis, available at CFP.net/JTA2015.

"The CFP® exam is a computer-based exam consisting of 170 multiple-choice questions over the course of two 3-hour sessions."

Each of the 170 exam questions is linked to at least one of the following **Principal Knowledge Topics**, in the approximate percentages indicated following the general headings.

- A. Professional Conduct and Regulation (7%)
- B. General Principles of Financial Planning (17%)
- C. Education Planning (6%)
- D. Risk Management and Insurance Planning (12%)
- E. Investment Planning (17%)
- F. Tax Planning (12%)
- G. Retirement Savings and Income Planning (17%)
- H. Estate Planning (12%)



Exam questions integrate tasks from CFP Board's list of **Job Task Domains**, which is organized around the following categories:

1. Establishing and Defining the Client-Planner Relationship
2. Gathering Information Necessary to Fulfill the Engagement
3. Analyzing and Evaluating the Client's Current Financial Status
4. Developing the Recommendation(s)
5. Communicating the Recommendation(s)
6. Implementing the Recommendation(s)
7. Monitoring the Recommendation(s)
8. Practicing within Professional and Regulatory Standards

Sample Exam Questions & Practice Exams

A complimentary online quiz on CFP Board's website includes 10 multiple-choice questions that have appeared in previous administrations of the CFP® exam to provide you with an understanding of the question format and structure.

Access the sample quiz at: [CFP.net/sample-exam-questions](https://www.cfp.net/sample-exam-questions)

CFP Board also offers two Practice Exams to help candidates study for the CFP® exam. The practice exams are accessible online and provide immediate scoring with feedback on correct answers with rationales.

Learn about and purchase the Practice Exams at: [CFP.net/practice-exams](https://www.cfp.net/practice-exams)

ELIGIBILITY

You may register for the exam before completing CFP Board's education coursework requirement; however, you may not sit for the exam until CFP Board has verified your completion of the coursework requirement.

The coursework requirement can be met in several ways, including:

1. Completing a CFP Board-Registered Program (see [CFP.net/programs](https://www.cfp.net/programs))
2. Completing equivalent coursework subject to CFP Board's Transcript Review process (see [CFP.net/transcriptreview](https://www.cfp.net/transcriptreview))
3. Having one of the designations, credentials or degrees pre-approved by CFP Board under the "Challenge Status" option (see [CFP.net/challenge](https://www.cfp.net/challenge)) and completing the financial plan development ("capstone") course or the Capstone Alternative

CFP Board-Registered Programs provide education verification directly to CFP Board. Transcript Review and Challenge Status options require you to arrange for specific documentation to be provided to CFP Board for review.

Verification of your coursework requirement completion must be received at CFP Board by the Education Verification Deadline for your selected exam administration. If verification is not received by the deadline, your exam registration will be withdrawn, and a \$100 postponement fee will be applied. If you fail to secure a subsequent registration within the next two exam administrations request postponement or withdrawal, the entire exam credit will be forfeited.



REGISTRATION & SCHEDULING

To sit for the CFP® exam, you must complete CFP Board's exam registration form, submit payment of the exam registration fee, and then schedule your testing appointment with CFP Board's testing administrator, Prometric.

Testing appointments are scheduled on a first-come, first-serve basis. We encourage you to register for the exam 60 days or more in advance for the best date and site availability.

Registration Process Overview

1. Create a CFP Board online account at CFP.net/account

If you have previously registered for the exam or have already created your online account, you may simply login to your secure CFP Board account to start the registration process.

2. Login to your CFP Board account and complete the exam registration form

Click the "Exam" section of the Certification Tracker image, or select the "Certification Requirements" link in your account menu.

3. Submit payment of the exam registration fee

The exam registration process in your online CFP Board account allows you to pay the registration fee by credit card.

4. Schedule your testing appointment with Prometric

After submitting payment of the registration fee, you will be provided with instructions for selecting your testing appointment on the Prometric website.

Scheduling Your Testing Appointment with Prometric

You can schedule your testing appointment after you complete CFP Board's exam registration form and pay the exam registration fee (see above). CFP Board will notify you via email when your eligibility is confirmed and will provide you with a link to the Prometric website where you can schedule your test day and testing site location.

1. Follow the link in your confirmation email to the Prometric website and select "Certified Financial Planner" from the dropdown menu.
2. Select "United States" and the state where you would like to take the CFP® exam.
3. Select "Schedule an Appointment" from the top of the page.
4. Read the provided Privacy Policy Notice and the Data Privacy Notice and select "I agree."
5. Enter your CFP Board ID number in the "Eligibility ID" field, then, enter the first four letters of your last name.
6. Use the search box to enter the area where you would like to take the CFP® exam.
7. Select the "Schedule an Appointment" link from the list of available test centers.

IMPORTANT NOTE ON EDUCATION VERIFICATION:

You can register for the CFP® exam prior to completing CFP Board's education coursework requirement. However, CFP Board must receive verification of your completed coursework requirement by the verification deadline. If verification is not received by the deadline, your exam registration will be withdrawn.

8. To select your testing date and time, select the button labeled “Find available seats in a 3-month period,” then select the month when the CFP® exam is offered (March, July or November). Click the “Go” button to find available appointments.
9. Use the calendar display to select a highlighted date from the clickable links. Use the “Select an Available Time” list to identify available timeslots for the date selected. Select an appointment time for taking the CFP® exam.
10. Complete the requested additional information. Note that your CFP Board ID, first, and last name will be pre-filled on the form. Enter your address and contact information into the appropriate fields. Click “Next” to continue.
11. Verify your selected CFP® exam date and location. Ensure that this information matches your selection. If changes need to be made, use the “Back” button to revise your appointment. If the testing appointment information is correct, select the “Complete Appointment” button to confirm.
12. Upon confirmation, you will receive an email from Prometric with your testing appointment confirmation details. Please save or print a copy of the appointment confirmation for your records.

Scheduling is on a first-come, first-serve basis. Register for the exam 60 days or more in advance to help secure the most options for testing dates, times and locations.

Continue Your Path to CFP® Certification: After you register for the CFP® exam, you can continue your work to complete the other requirements for CFP® certification. Log in to your online CFP Board account to report experience and make progress toward other requirements.

Education Verification, Postponement, and Withdrawal Requests

(Deadline to request a withdrawal/postponement: five days before the start of the testing window)

Education Verification

CFP Board must receive verification of completion of the education coursework requirement for CFP® certification by the Education Verification Deadline. Failure to meet the deadline results in de-registration, release of the seat to other candidates, and postponement. The postponement fee is \$100.

Failure to Schedule

Candidates who are fully registered with CFP Board (i.e. exam application completed, exam fee paid, and education verification completed), but have not scheduled an appointment with Prometric will have until the withdrawal/postponement deadline (5 days prior to the start of the testing window) to secure an exam seat with Prometric. Failure to secure an exam site with Prometric will result in de-registration and postponement. The fee for postponement is \$100.

Postponement

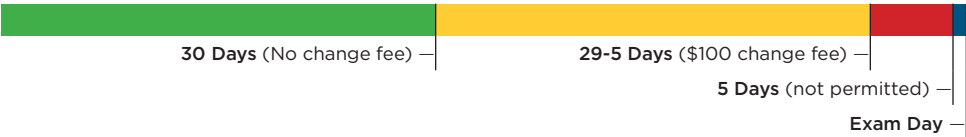
The postponement fee is \$100. Candidates may postpone an exam only once per registration. The subsequent exam appointment must be rescheduled by the next two exam administrations testing window. Please note that the postponement deadline is 5 days prior to the first day of the exam window. For the July 2017 exam, the deadline is July 6, 2017.

Withdrawal Request

Candidates who decide not to pursue the exam after registering and wish to withdraw their application are eligible to receive a \$200 refund. Please note that the withdraw deadline is 5 days prior to the first day of the exam window. For the July 2017 exam, the deadline is July 6, 2017.

Rescheduling Confirmed Appointments with Prometric

Through Prometric, candidates are permitted to reschedule their exam date, test site location, and scheduled test start times within their registered exam window. No charges are applied for scheduling changes 30 days or more in advance of the scheduled exam appointment with Prometric. A \$100 scheduling change fee is applied for changes made between 5 to 29 days in advance of the scheduled exam. No changes are permitted less than 5 days in advance of their scheduled appointment.



If you are moving your exam date from one exam administration to a future exam administration, you are subject to either the Withdraw or Postponement policy. The Reschedule Policy is not applicable as this policy only concerns rescheduling an exam appointment during the same testing window.

Important Note: In order to Withdraw or Postpone your exam appointment, candidates must contact CFP Board at examinations@cfpboard.org or by calling 800-487-1497. Prometric will not be able to cancel your exam appointment if contacted.

Testing Accommodations

CFP Board is committed to ensuring access to the CFP® Certification Examination for all individuals with disabilities and supports the Americans with Disabilities Act as Amended (ADAAA). CFP Board provides reasonable and appropriate accommodations to individuals with disabilities who document a need for testing accommodations.

You can request testing accommodations after completing the exam registration form and making payment to CFP Board by submitting a Testing Accommodations Request Form.

Requests for testing accommodations are inherently individualized and considered on a case-by-case basis. Consequently, no single type of accommodation will necessarily be appropriate for all individuals with disabilities, and simply demonstrating that an individual meets diagnostic criteria for a particular medical condition or disorder does not mean that person is automatically entitled to testing accommodations.

The testing accommodations available include, but are not limited to:

- Extended Time: Standard Time + 50%** (total: 9 hours)
(Session 1: Test 4.5 hours; Session 2: Test 4.5 hours)
- Additional 30 minute break per testing session** (total: 7 hours)
(Session 1: Test 3.5 hours; Session 2: Test 3.5 hours)

Scribe

Large-Font Exam

Private Room

Testing accommodation requests are not required for the use of eyeglasses and hearing aids; insulin pump, if attached to your body (medical equipment not attached to your body requires an accommodation request); anti-glare screen; or cane/crutches/walker.

To learn more and to request testing accommodations, visit CFP Board’s website at: CFP.net/exam-special-accommodations

“CFP Board provides reasonable and appropriate accommodations to individuals with disabilities who document a need for testing accommodations.”

EXAM PREPARATION

You are encouraged to prepare for the exam in advance of the scheduled appointment. Advance preparation can help increase your confidence and reduce anxiety as the exam draws near. Take time to learn what to expect and what is expected of you at the testing center. CFP Board has compiled a few tips from current resources that outline strategies to build the foundation for a sound plan of study.

Understand the Exam

A deeper understanding of the exam structure and its components will help you to develop a plan to prepare for the exam. Understanding the exam and its components helps you to avoid the following costly mistakes:

- Believing myths about the exam
- Wasting time on “beat the test strategies”

Your best strategy is to ensure sufficient time is spent mastering the content addressed on the exam. Managing time before and during the exam is also a key strategy. Understanding the exam will help you develop an approach for managing the time spent preparing for exam sections and responding to items on the exam.

Identify the following facets of the exam before you develop a study plan:

1. How many questions are on the exam?
2. What format are the questions in?
3. How much time do you have to take the exam?
4. What topics are covered on the exam?
5. What do some of the questions look like?

Develop a Plan for Study

After answering the questions above, we recommend you develop a plan that provides adequate time for reviewing items related to all of the major categories outlined in CFP Board’s Principal Topics and Job Task Domains. Allocate additional time for areas where you have identified deficiencies in knowledge and skill mastery.

Find a study space that is free from distractions. Make sure you have ample space for your textbooks and notes. Find a space with plenty of lighting and a comfortable chair. Consider what works for you and make every effort to maintain a consistent study schedule at regular intervals.

Take time to write down everything you already know about the topic you are reviewing. Use your notes on the topic to identify any gaps in your understanding. Draft notes that address the gaps you have identified. Record your ideas in a brief format that will allow you to recall everything you need to know during the exam.

“The first step in preparation is to become familiar with the exam. A deeper understanding of the exam structure and its components will help you to develop a plan to prepare for the exam”

Practice Exam Taking

As you study, try to identify questions that could possibly be asked on the test and assemble your own practice exam by integrating ideas from your readings, lectures, and notes.

You can also use prepared practice exams, which are available from exam preparation vendors. CFP Board offers a complimentary 10-question sample quiz as well as two 50-question Practice Exams for purchase. Learn more about these resources from CFP Board at: [CFP.net/sample-exam-questions](https://www.cfp.net/sample-exam-questions)

Take advantage of the resources available to practice responding to multiple choice tests. Familiarize yourself with the structure and prompts that ask you to respond to the question material. Develop the skill of identifying key pieces of information that are needed to respond to the test questions.

Sometimes it helps to express ideas in words. Discuss your practice exam items with others. Make sure you speak out loud when you explain the answer to a test question. Verbalizing your thoughts will help you to get it clear in your head. This practice will also help you identify gaps where you will need more work.

Taking a Review Course

Many exam takers find that a review course — though not required by CFP Board — helps them prepare for the CFP® exam. CFP Board provides a partial list of available review courses at [previewcourses.net](https://www.cfp.net/previewcourses.net); other courses can be found by searching online. These courses and their providers are not endorsed or recommended by CFP Board.

Find Support

Exam takers often find it beneficial to have support as they prepare for the CFP® exam. Often, connecting with someone who is also studying or who has recently completed the exam and certification process can be very helpful. Forming or finding a study group can help you carve out dedicated study time and stay focused on topics for review. Group study sessions allow members to learn from peers. As the group works its way through the topics, you or your group members may have questions that can be addressed by each other. Being part of a group may also help encourage you to remain accountable to your study schedule and make the most of your study time.

The CFP Board Candidate Forum is an online discussion community for those pursuing CFP® certification. Here you can join the conversation with other candidates for CFP® certification to ask questions, seek advice, and learn from others' experiences. You can access the Candidate Forum at [candidateforum.CFP.net](https://www.cfp.net/candidateforum).

7 Tips for Taking a Multiple-Choice Exam

1. Read the entire question before you look at the possible answers.
2. Come up with the answer in your head before looking at the possible answers; this way, the choices given on the test won't distract you from focusing on the question.
3. Read all the choices before choosing your answer so that you select the best one.
4. Eliminate answers you know are not correct.
5. There is no guessing penalty, so it's always best to take an educated guess if you are uncertain of the answer.
6. Don't keep changing your answer; usually your first choice is the right one, unless you misread the question.
7. Go through the exam and answer the questions you know first. Mark the others for review and then go back to those you skipped over. This will ensure that you don't lose time by focusing on one question you aren't sure about.

"Pursuing CFP® certification requires a serious dedication of time and effort. But the rewards it offers are well worth the effort. CFP Board research has shown that the clients of CFP® professionals tend to be more satisfied with their financial planning engagements and are more likely to recommend their planner to family or friends."

Plan Your Exam Day

Become familiar with your schedule on exam day. Map routes to the test center in advance and practice driving there a week before your scheduled appointment. Plan to arrive at the testing center 30 minutes in advance of your scheduled appointment time. Review check-in procedures for the test center. Understand the center's rules and requirements. Identify how your appointment time will be allocated to specific activities so you know what to expect on exam day.

Do not neglect your health and personal well-being prior to the exam. Continue your social and recreational activities and take breaks throughout the course of your study.

Study like you are preparing for a marathon. Marathon runners do not train by running 24 hours a day. Instead they take regular breaks to ensure they have recovered from their training efforts. Excessive studying may actually be counter-productive. Develop a study routine that allows for you to take free time throughout the week. And do your best to get a good night's sleep the evening before your testing appointment. Part of managing test-related anxiety effectively comes from budgeting sufficient time to cover the material and time for adequate rest.

"Personal financial planning is an exciting, growing profession. With the economic challenges the world has faced in recent years, and with individuals facing increased responsibilities and options for planning their own finances, there has never been a greater need for professional financial planning services."

Test Drive

Prometric offers test takers the opportunity to take a 30-minute "dry run" of the test center experience prior to their exam, whenever the test center has available appointments. The program, called Test Drive, allows candidates to walk through, on a practice basis, all check-in and testing procedures that occur at the test center on test day.

The optional Test Drive experience costs \$30 U.S. and includes check-in, ID confirmation, documentation checking, image capture, seating, tutorial, a generic sample test, a survey of the experience, an end-of-test report and check-out.

Once checked in, you'll be exposed to the full testing experience described above, in addition to the use of lockers, testing at a computer for 15 minutes and exposure to TCAs walk-throughs, which occur during any actual test. While Test Drive will not necessarily represent the look, feel or content of your particular exam, it will allow you to experience samples of question types that you might encounter on the actual exam. Additionally, by driving to the testing center in advance, you can familiarize yourself with the parking situation, the location of the testing suite and the time it takes to drive to the center.

Test takers interested in scheduling a Test Drive appointment can do so in the same manner in which they would schedule an actual exam.

EXAM DAY

You must report to the examination site 30 minutes in advance of your scheduled appointment time.

What to Bring to the Exam

Bring the following items to the exam site:

1. Valid government-issued photo identification, exactly matching the name under which you registered, such as:

- Valid driver's license
- Valid passport
- Valid government-issued ID card
- U.S. military ID card

2. One or more battery-powered, non-programmable, dedicated financial function calculator(s). (see Calculator Policy in [Appendix E](#))

You may not bring any of these prohibited items:

1. Food and drink (including water) are not permitted in the exam room. (All test sites provide access to water fountains located outside of the exam room. Individuals who require access to food or liquids for medical reasons during any of the exam sessions are required to file a Testing Accommodations Request Form.)
2. No notes of any kind are permitted in the testing room(s).
3. While testing is in session, candidates are prohibited from accessing electronic devices other than an acceptable calculator.

Check-in Process

1. The check-in process verifies the identity of the candidate (see [Appendix C](#)) and assures nothing is taken into the testing room that could potentially jeopardize the security of the exam.
2. As part of the check-in process, candidates are provided with a locker key and instructed to leave all personal belongings in assigned lockers.
3. Once personal items are secured, the check-in process continues with the verification of valid, government-issued, photo ID and electronic capture of fingerprints and photograph. A scan of the fingerprint is captured each time a candidate enters or leaves the exam room.
4. Prior to entering the exam room, candidates are asked to verify they have nothing in their pockets (pull-out pockets), and the proctor conducts a brief body scan using a portable wand (much like TSA at the airport). Calculators are inspected according to CFP Board's Calculator Policy (see [Appendix E](#)), and memory is cleared before entering the exam room.
5. Upon completing the check-in process, the proctor escorts the candidate to his or her assigned workstation.
6. Scratch paper and noise cancelling headphones are available, but optional. Scratch paper is collected and is not permitted to leave the examination room.
7. Security of the exam is protected by active proctoring and monitoring of video camera surveillance. The digital video recordings are retained until after exam results are official.

"Become familiar with your schedule on exam day."

"The check-in process verifies the identity of the candidate and assures nothing is taken into the testing room that could potentially jeopardize the security of the exam."

View a short video of the check-in process at Prometric test centers at: prometric.com/en-us/clients/cfpboard/Pages/landing.aspx

CFP Board Non-Disclosure Agreement

You are required to sign the CFP Board Non-Disclosure Agreement (see [Appendix D](#)) before the start of each exam. Signing the agreement is a commitment to behaving ethically before, during, and after the exam. Please see the Candidate Conduct sidebar on this page for more information.

Taking the Exam (Exam Procedures)

Once seated, you may progress through the first section of the exam at your own pace. Basic instructions are provided at the onset, and timing of the exam begins with the presentation of the first exam question.

The exam is presented in two 3-hour sessions separated by a scheduled 40-minute break. An exam clock is provided to show available time remaining.

During the exam you have the ability to highlight text and mark questions for later review. You also have access to the Formulas and Tax Tables provided in [Appendices E](#) and [G](#).

A computer-based exam tutorial is available to help you become familiar with the testing interface at: prometric.com/en-us/clients/cfpboard/As-sets/CFP_HTML_Demo/index.htm

Break Times

Scheduled: A scheduled 40-minute break will begin upon completion of all the questions in the first session, or when time expires — whichever occurs first. Be sure to return to your workstation before the 40-minute break time ends. Timing of the second session begins exactly 40 minutes after the completion of the first session, regardless of whether or not you have returned to your seat.

Unscheduled: You may also take unscheduled breaks; however, the exam clock continues during such absences. Fingerprint scans are used to document each time you leave and return to the testing room.

Check in Procedure: Upon returning from a break, without exception, you must go through all security checks, present valid ID, sign-in and, if required by the test sponsor, provide a fingerprint to be re-admitted to the test room (see [Appendix C](#)).

Finishing the Exam

If additional time remains after all exam questions have been answered, you may review your work and make any changes to your responses until time expires for the exam section. Please note that you are not permitted to revisit the first exam section once you begin your scheduled 40-minute break.

Upon completion of the two sessions of the exam, you will view and be able to print your preliminary score report. Make sure you retain the preliminary score report after you leave the test center.

After Completing the Exam

Upon completion of the exam, you are required to exit the testing room and report to the proctor. You will be asked to retrieve your personal belongings from your locker and return your locker keys.

Candidate Conduct

You are expected to conduct yourself in an ethical manner before, during and after the CFP® Certification Examination. Actions such as, but not limited to, using any prohibited aids in connection with the exam including violations of the Calculator Policy, attempting to give or receive assistance, or to otherwise communicate in any form with another person about the exam during the exam administration, will result in investigation by an independent entity and/or CFP Board. CFP Board will take disciplinary action, if appropriate.

Before taking the exam, you will be required to agree that you understand that you are prohibited from sharing exam questions with any entity other than CFP Board. Revealing questions may result in disciplinary action including, but not limited to: monetary restitution, being permanently barred from taking any CFP Board exam or prosecution under copyright law. If any individual or entity (including a review course provider or academic program) asks you to reveal contents of the examination, please report the incident to CFP Board.

If CFP Board or the exam proctors find reason to believe that you are involved in examination misconduct or any other testing irregularity that could compromise the integrity of the exam, your exam may not be scored, the exam fee may be forfeited and you may be barred from taking future CFP Board exam administrations.

Exam Integrity Tip Line:

855-EXAM TIP or 855.392.6847

CFP Board's confidential, toll-free Exam Integrity Tip Line is available for examinees to report any type of exam-related security issue or misconduct.

AFTER THE EXAM

Exam Results

The CFP® Certification Examination is a criterion-referenced, pass or fail exam. The CFP® exam is scored based upon a minimum standard, or criterion, established by CFP® professionals in a formal process known as Standards Setting. The Standards Setting process establishes a cutoff standard score for passing the exam. This standard is then implemented and applied to all exam administrations.

You will receive a preliminary pass/fail exam result upon completion of the exam at the testing site. Candidates who do not pass receive a diagnostic report of their exam performance across the Principal Topics, with indications of relative strengths and weaknesses. Candidates who pass will receive instructions for taking their next steps toward CFP® certification.

You will receive your official result letter by email approximately four weeks following the close of the testing window.

CFP Board does not disclose exam results over the phone, via email or by fax.

Retake Policy

If you do not pass the CFP® exam and elect to retest, you are required to retake the entire exam. You must wait until the next testing window to retest and will need to pay the exam fee for each retake.

CFP Board has implemented the following limits on the number of times an individual can attempt the CFP® exam:

1. Individuals may attempt the exam up to a lifetime maximum of five times. (Individuals who have attempted the exam four or five times prior to January 1, 2012, will be permitted two additional attempts.)
2. Individuals may attempt the exam a maximum of three times within a 24-month period. If an individual attempts the exam on three successive administrations, a one year period consisting of three exam administrations must pass before registering for another attempt.

"Candidates who do not pass the exam receive a diagnostic report of their exam performance across the Principal Topics, with indications of relative strengths and weaknesses."



Reporting Experience

Experience can be reported to CFP Board at any time, online, through the Experience Reporting Profile. To access the Experience Reporting Profile, create an online CFP Board account. Click on the Experience link within the Certification Tracker.

Experience Standards. Because CFP® certification indicates to the public your ability to provide financial planning without supervision, CFP Board requires you to have experience in the financial planning process. Qualifying experience includes activities involving the delivery of financial planning services to individual clients. Whether you engage with clients directly, supervise or support the financial planning process, teach finance-related courses, or participate in internships or the FPA Residency Program, there are many paths to completing the experience requirement. Submit experience activities and experiences that reflect your financial planning knowledge and competencies.

Timeline for Experience.

Experience must be completed within 10 years before and five years after successful completion of the CFP® exam. Experience is recorded online through the CFP Board Experience Reporting Profile. CFP Board encourages those pursuing certification to submit eligible experience for acceptance on an ongoing basis until the required number of experience hours are met. If the start date for an experience entry falls outside of the 10-year or five-year window, the candidate will have the ability to refresh the hours for a current position or add additional experience within the appropriate time frame.

Bachelor's Degree Requirement.

Submit official documentation verifying that you hold a bachelor's degree or higher from a regionally accredited college or university. Degree accreditation must be recognized by the U.S. Department of Education at the time the degree is awarded. You do not need to submit your degree verification in order to sit for the CFP® exam. However, you do need to complete this requirement in order to become certified.

CFP Board's Career Center:

As you look to gain work experience, the CFP Board Career Center can be a valuable resource. The Center includes an active job board of open positions at all experience levels with financial services companies, as well as resources relating to the financial planning field and professional development. You can access the Career Center at: [CFP.net/career-center](https://www.cfp.net/career-center).

APPENDIX A: PRINCIPAL TOPICS LIST (72 TOPICS)

The following Principal Topics are based on the results of CFP Board's 2015 Job Task Analysis. The Principal Topics serve as a curricular framework and also represent subject topics that CFP Board accepts for continuing education credit, effective January 2016. Each exam question will be linked to one of the following topics, in the approximate percentages indicated following the general headings.

8 Principal Knowledge Topic Categories:

- A. Professional Conduct and Regulation (7%)
- B. General Principles of Financial Planning (17%)
- C. Education Planning (6%)
- D. Risk Management and Insurance Planning (12%)
- E. Investment Planning (17%)
- F. Tax Planning (12%)
- G. Retirement Savings and Income Planning (17%)
- H. Estate Planning (12%)

A. Professional Conduct and Regulation (7%)

- A.1 CFP Board's Code of Ethics and Professional Responsibility and Rules of Conduct
- A.2 CFP Board's Financial Planning Practice Standards
- A.3 CFP Board's Disciplinary Rules and Procedures
- A.4 Function, purpose, and regulation of financial institutions
- A.5 Financial services regulations and requirements
- A.6 Consumer protection laws
- A.7 Fiduciary

B. General Principles of Financial Planning (17%)

- B.8 Financial planning process
- B.9 Financial statements
- B.10 Cash flow management
- B.11 Financing strategies
- B.12 Economic concepts
- B.13 Time value of money concepts and calculations
- B.14 Client and planner attitudes, values, biases and behavioral finance
- B.15 Principles of communication and counseling
- B.16 Debt management

C. Education Planning (6%)

- C.17 Education needs analysis
- C.18 Education savings vehicles
- C.19 Financial aid
- C.20 Gift/income tax strategies
- C.21 Education financing

D. Risk Management and Insurance Planning (12%)

- D.22 Principles of risk and insurance
- D.23 Analysis and evaluation of risk exposures
- D.24 Health insurance and health care cost management (individual)
- D.25 Disability income insurance (individual)
- D.26 Long-term care insurance (individual)
- D.27 Annuities
- D.28 Life insurance (individual)
- D.29 Business uses of insurance
- D.30 Insurance needs analysis
- D.31 Insurance policy and company selection
- D.32 Property and casualty insurance

E. Investment Planning (17%)

- E.33 Characteristics, uses and taxation of investment vehicles
- E.34 Types of investment risk
- E.35 Quantitative investment concepts
- E.36 Measures of investment returns
- E.37 Asset allocation and portfolio diversification
- E.38 Bond and stock valuation concepts
- E.39 Portfolio development and analysis
- E.40 Investment strategies
- E.41 Alternative investments

F. Tax Planning (12%)

- F.42 Fundamental tax law
- F.43 Income tax fundamentals and calculations
- F.44 Characteristics and income taxation of business entities
- F.45 Income taxation of trusts and estates
- F.46 Alternative minimum tax (AMT)
- F.47 Tax reduction/management techniques
- F.48 Tax consequences of property transactions
- F.49 Passive activity and at-risk rules
- F.50 Tax implications of special circumstances
- F.51 Charitable/philanthropic contributions and deductions

G. Retirement Savings and Income Planning (17%)

- G.52 Retirement needs analysis
- G.53 Social Security and Medicare
- G.54 Medicaid
- G.55 Types of retirement plans
- G.56 Qualified plan rules and options
- G.57 Other tax-advantaged retirement plans
- G.58 Regulatory considerations
- G.59 Key factors affecting plan selection for businesses
- G.60 Distribution rules and taxation
- G.61 Retirement income and distribution strategies
- G.62 Business succession planning

H. Estate Planning (12%)

- H.63 Characteristics and consequences of property titling
- H.64 Strategies to transfer property
- H.65 Estate planning documents
- H.66 Gift and estate tax compliance and tax calculation
- H.67 Sources for estate liquidity
- H.68 Types, features, and taxation of trusts
- H.69 Marital deduction
- H.70 Intra-family and other business transfer techniques
- H.71 Postmortem estate planning techniques
- H.72 Estate planning for non-traditional relationships

APPENDIX B: JOB TASK DOMAINS LIST

The following Job Task Domains are based on the results of CFP Board's 2015 Job Task Analysis.

1. Establishing and Defining the Client-Planner Relationship

- A. Identify the client (e.g., individual, family, business, organization)
- B. Discuss the financial planning process
- C. Explain scope of services offered
- D. Assess and communicate ability to meet the client's needs and expectations
- E. Identify and disclose conflicts of interest in client relationships
- F. Discuss responsibilities of parties involved
- G. Define and document the scope of the engagement
- H. Provide client disclosures
 - 1. Regulatory disclosure
 - 2. Compensation arrangements and associated potential conflicts of interest

2. Gathering Information Necessary to Fulfill the Engagement

- A. Explore with the client their personal and financial needs, priorities and goals
- B. Assess the client's level of knowledge, experience and risk tolerance
- C. Evaluate the client's risk exposures (e.g., longevity, economic, liability, healthcare)
- D. Gather relevant data including:
 - 1. Summary of assets (e.g., cost basis information, beneficiary designations and titling)
 - 2. Summary of liabilities (e.g., balances, terms, interest rates)

- 3. Summary of income and expenses
- 4. Estate planning documents
- 5. Education plan and resources
- 6. Retirement plan information
- 7. Employee benefits
- 8. Government benefits (e.g., Social Security, Medicare)
- 9. Special circumstances (e.g., legal documents and agreements, family situations)
- 10. Tax documents
- 11. Investment statements
- 12. Insurance policies and documents (e.g., life, health, disability, liability)
- 13. Closely held business documents (e.g., shareholder agreements)
- 14. Inheritances, windfalls, and other large lump sums

3. Analyzing and Evaluating the Client's Current Financial Status

- A. Evaluate and document the strengths and vulnerabilities of the client's current financial situation including:
 - 1. Statement of financial position/balance sheet
 - 2. Cash flow statement
 - 3. Capital needs analysis (e.g., insurance, retirement, major purchases)
 - 4. Asset protection (e.g., titling, trusts, etc.)
 - 5. Asset allocation
 - 6. Client liquidity (e.g., emergency fund)

7. Government benefits (e.g., Social Security, Medicare)
 8. Employee benefits
 9. Investment strategies
 10. Current, deferred and future tax liabilities
 11. Estate tax liabilities
 12. Tax considerations
 13. Income types
 14. Retirement plans and strategies (e.g., qualified plans, IRAs)
 15. Accumulation planning
 16. Distribution planning
 17. Estate documents
 18. Ownership of assets
 19. Beneficiary designations
 20. Gifting strategies
 21. Executive compensation (e.g., deferred compensation, stock options, RSUs)
 22. Succession planning and exit strategy
 23. Risk management (e.g., retained risk and insurance coverage)
 24. Educational financial aid
 25. General sources of financing
 26. Special circumstances (e.g., divorce, disabilities, family dynamics, etc.)
 27. Inheritances, windfalls, and other large lump sums
 28. Charitable planning
 29. Aging and eldercare
 30. Mental capability and capacity issues
- B. Identify and use appropriate tools and techniques to conduct analyses including:
1. Financial calculator
 2. Computer spreadsheet
 3. Financial planning software

4. Developing the Recommendation(s)

- A. Evaluate alternatives to meet the client's goals and objectives
 1. Sensitivity analysis (e.g., factors outside of client control)
- B. Consult with other professionals as appropriate
- C. Develop recommendations considering:
 1. Client attitudes, values and beliefs
 2. Behavioral finance issues (e.g., anchoring, overconfidence, recency)
 3. Their interdependence

- D. Document recommendations

5. Communicating the Recommendation(s)

- A. Present financial plan and provide guidance
 1. Goals
 2. Assumptions
 3. Observations and findings
 4. Alternatives
 5. Recommendations
- B. Obtain feedback from the client and revise the recommendations as appropriate
- C. Provide documentation of plan recommendations and any additional disclosures
- D. Verify client acceptance of recommendations

6. Implementing the Recommendation(s)

- A. Create a prioritized implementation plan with timeline
- B. Directly or indirectly implement the recommendations
- C. Coordinate and share information, as authorized, with others
- D. Define monitoring responsibilities with the client (e.g., explain what will be monitored, frequency of monitoring, communication method(s))

7. Monitoring the Recommendation(s)

- A. Discuss and evaluate changes in the client's personal circumstances (e.g., aging issues, change in employment)
- B. Review the performance and progress of the plan
- C. Review and evaluate changes in the legal, tax and economic environments
- D. Make recommendations to accommodate changed circumstances
- E. Review scope of work and redefine engagement as appropriate
- F. Provide ongoing client support (e.g., guidance, education)

8. Practicing within Professional and Regulatory Standards

- A. Adhere to CFP Board's Standards of Professional Conduct
- B. Manage practice risk (e.g., documentation, monitor client noncompliance with recommendations)
- C. Maintain awareness of and comply with regulatory and legal guidelines

APPENDIX C: TESTING CENTER REGULATIONS

Ensure that you are familiar with all of the regulations prior to attending your scheduled appointment. The Prometric test center regulations below are also available on Prometric's website at prometric.com/en-us/for-test-takers/prepare-for-test-day/documents/TestCenterRegulations.pdf

Candidates are required to be professional, civil and respectful at all times while on the premises of the test center. All exams are continuously monitored by video and audio recording, physical walk-throughs, and through the observation window. The Test Center Administrator (TCA) is authorized to dismiss you from the test session for a violation of any of the Test Center Regulations, including exhibiting abusive behavior towards the TCAs or other candidates. If you are found to have violated any of the regulations during your exam, the TCA is required to notify Prometric and your test sponsor (CFP Board). Prometric, alone or in conjunction with CFP Board, shall then take any further action necessary to sanction your conduct, up to and including invalidation of your test score and/or pursuit of civil or criminal charges.

Confidentiality of Exam Contents/Systems

1. The computer-based test delivery system, tutorial, exam content, and survey are the unpublished, confidential, and proprietary materials of Prometric and/or your test sponsor.
2. Communicating, publishing, reproducing, or transmitting any part of an exam, in any form or by any means (e.g. verbal, electronic, written, etc.) for any purpose is strictly prohibited.
3. ANY reproduction or disclosure will result in the immediate filing of civil and/or criminal charges against you and anyone directing or conspiring with you.

Testing Center Processes

Check-In Procedures/Breaks:

1. Original, valid (unexpired), government issued photo & signature bearing identification is required in order to take an exam. Validity and the number of acceptable IDs are predetermined by your test sponsor.
2. You will be scanned with a metal detector wand prior to every entry into the test room.
3. You will be required to raise your pants legs above your ankles, empty and turn all pockets inside-out and raise shirt sleeves above your wrists prior to every entry into the test room.
4. Exams may have scheduled or unscheduled breaks, as determined by your test sponsor. Each time you leave the test room you must sign-out.

5. The TCA will inform you what is permitted during exam breaks, specifically regarding whether access to your locker, and access to cell phones and notes within it, is permitted or not. All candidates must inform the TCA before accessing a stored item during a break, including medicine. Repeated or lengthy departures from the test room will be reported to the test sponsor.
6. Upon return from a break, without exception, you must go through all security checks, present valid ID, sign-in and, if required by the test sponsor, provide a fingerprint to be re-admitted to the test room.
7. You must return to your assigned, original seat after any break.

Prohibited Items & Examinee Conduct in the Test Center:

1. Weapons are not allowed in any Prometric Test Center.
2. Unauthorized personal items may not be brought into the test room. Such items include, but are not limited to: outerwear, hats, food, drinks, purses, briefcases, notebooks, pagers, watches, cell phones, recording devices and photographic equipment.
3. Written notes, published materials and other testing aids are strictly prohibited, except where allowed by your test sponsor. Test center staff will refer to the applicable Client Practices for allowances.
4. Only soft ear plugs (with no wires/cords attached) and center-supplied tissues are permitted in the test room.
5. Clothing or jewelry items allowed to be worn in the test room must continue to be worn at all times. Removed clothing or jewelry items must be stored in the locker provided during check-in.
6. All materials issued by the TCA must be returned at the conclusion of testing. Used scratch paper must be returned before new scratch paper will be issued by the TCA during your exam.
7. Talking to other candidates in the test room, referring to their screens, testing materials or written notes is strictly prohibited.

NOTE: Client/test sponsor practice policies shall supersede these regulations if a conflict exists.

APPENDIX D: CFP BOARD NON-DISCLOSURE AGREEMENT

Please familiarize yourself with the following agreement, which examinees are required to sign before the start of each exam session. Signing this agreement is a commitment to behaving ethically before, during and after the exam.

CFP Board Non-Disclosure Agreement (NDA) for Exam Candidates

By acknowledging that you have read this agreement, you are indicating that you agree to the terms and conditions set forth by the following agreement:

- I understand that the contents of this test are the property of CFP Board and its contents are copyrighted under the laws of the United States.
- I understand that copying, reproducing or distributing the contents of this examination in any form is unlawful.
- I understand that revealing the contents of the questions of this examination is strictly prohibited.
- I certify that I have not and will not retain the questions or disclosed them in whole or in part to any other person or entity.
- I understand that using any prohibited aids in connection with the exam, attempting to give or receive assistance, or otherwise communicate in any form with another person or entity about the exam during the exam administration is strictly prohibited and will result in disciplinary action.
- I have read, understand, and agree that my exam may not be scored, the exam fee may be forfeited, and I may be barred from taking the CFP® Certification Examination for three years from the date of the incident if the CFP Board or Prometric has reason to believe that I am involved in exam misconduct or any other testing irregularity that could compromise the integrity of the exam.

Failure to abide by these rules can and will result in the cancellation of your exam score and/or pursuit of any other legal remedies available to CFP Board.

I understand that if I do not agree to these conditions, I will not be permitted to take the test, and I will forfeit my test fee.

APPENDIX E: CALCULATOR POLICY

You will need a dedicated financial calculator to assist with examination questions that may require calculations of the time value of money, unequal periodic cash flows, and internal rate of return (IRR).

The calculators listed below are the only calculators allowed into the testing room. Newer and older versions of these calculators will be allowed into the testing room (the images below do not represent all versions of each model).

While testing is in session, examinees are prohibited from accessing electronic devices other than an acceptable calculator. Loose batteries (without packaging) are permitted in the testing room; however, CFP Board advises candidates to replace and test fresh batteries in the calculator prior to the examination.

Calculators will be inspected by proctors prior to the start of the examination. **You are required to clear your financial calculator's memory prior to each session of the exam.** Please do not ask Test Center Administrators employed by Prometric to clear your calculator's memory. It is your responsibility to revert your calculator back to your desired setting(s) once the calculator's memory has been cleared. If your calculator has notes/formulas printed on the back of the calculator, includes pull-out cards or contains other supplemental material, this information must be removed or masked by solid color tape before entering the testing room.

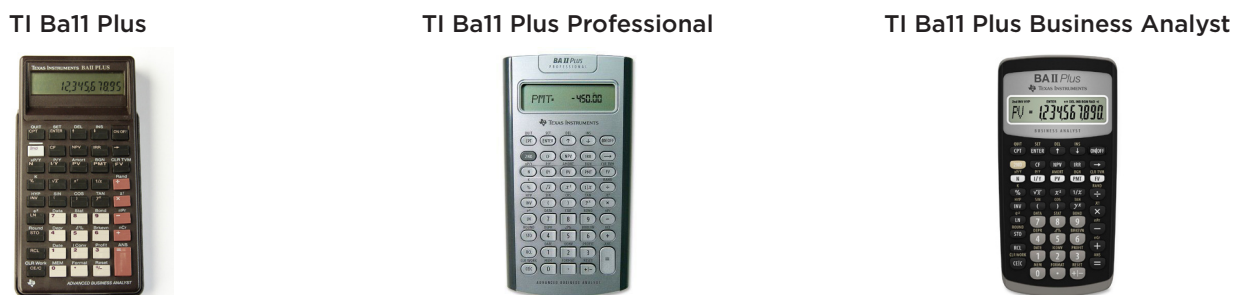
Pre-approved Hewlett-Packard Calculators



Pre-approved Sharp Calculators



Pre-approved Texas Instruments Calculators



APPENDIX F: PROVIDED FORMULAS

Provided Formulas

These formulas are available to exam candidates when taking the CFP® Certification Examination:

$$V = \frac{D_1}{r - g}$$

$$r = \frac{D_1}{P} + g$$

$$COV_{ij} = \rho_{ij} \sigma_i \sigma_j$$

$$\sigma_p = \sqrt{W_i^2 \sigma_i^2 + W_j^2 \sigma_j^2 + 2W_i W_j COV_{ij}}$$

$$\beta_i = \frac{COV_{im}}{\sigma_m^2} = \frac{\rho_{im} \sigma_i}{\sigma_m}$$

$$\sigma_r = \sqrt{\frac{\sum_{t=1}^n (r_t - \bar{r})^2}{n}}$$

$$S_r = \sqrt{\frac{\sum_{t=1}^n (r_t - \bar{r})^2}{n-1}}$$

$$r_i = r_f + (r_m - r_f) \beta_i$$

$$\alpha_p = \bar{r}_p - \left[\bar{r}_f + (\bar{r}_m - \bar{r}_f) \beta_p \right]$$

$$T_p = \frac{\bar{r}_p - \bar{r}_f}{\beta_p}$$

$$D = \frac{1+y}{y} - \frac{(1+y) + t(c-y)}{c[(1+y)^t - 1] + y}$$

$$\frac{\Delta P}{P} = -D \left[\frac{\Delta y}{1+y} \right]$$

$$IR = \frac{R_P - R_B}{\sigma_A}$$

$$EAR = \left(1 + \frac{i}{n}\right)^n - 1$$

$$TEY = r/(1-t)$$

$$AM = \frac{a_1 + a_2 + a_3 + \dots + a_n}{n}$$

$$S_p = \frac{\bar{r}_p - \bar{r}_f}{\sigma_p}$$

$${}_1R_N = [(1+{}_1R_1) (1+E({}_2r_1)) \dots (1+E({}_Nr_1))]^{1/N} - 1$$

$$HPR = [(1+r_1) \times (1+r_2) \times \dots (1+r_n)] - 1$$

$$\sqrt[n]{(1+r_1) \times (1+r_2) \times \dots (1+r_n)} - 1$$

APPENDIX G: PROVIDED TAX TABLES

The tax tables and limits below are provided to individuals taking the July CFP® Certification Examination.

Exam Window	Tax Rates, Tables, & Law Tested
March 2017	2016
July 2017	2017
November 2017	2017

Review the tax tables for the next CFP® exam administration at [CFP.net/exam-tax-tables](https://www.cfp.net/exam-tax-tables)



APPENDIX H: POLICY EXCEPTIONS & APPEALS

Policy Exceptions

CFP Board enforces the policies and requirements for CFP® certification in a consistent manner. Exceptions to established policies and requirements are granted in only the rarest of circumstances. Candidates for CFP® certification who wish to request exceptions to specific policies or requirements of CFP Board may complete and submit a Policy Exception Request Form.

For more information, visit CFP Board's website at:
[CFP.net/policy-exceptions](https://www.cfp.net/policy-exceptions)

Reviews and Appeals

For security reasons, the exam material is not available for review and appeal. Comments about exam questions are considered, however, and will be reviewed by the Council on Examinations. Neither Prometric staff nor CFP Board staff will discuss specific exam questions. You may submit your comments about exam questions in writing via email to examinations@cfpboard.org or by mail to:

CFP Board
Attn: Exam Administrator
1425 K Street NW #800
Washington, DC 20005

All comments about exam questions must be received by CFP Board no later than midnight Eastern Time on the Wednesday following the close of the examination window. The Council on Examinations will review comments relating to the exam, but will not provide written responses to candidates who submit comments.

Appeals of exam policies are handled by CFP Board's Policy Exception Committee. Candidates for CFP® certification may complete and submit a Policy Exception Request Form.

Examination Results Appeal Process

The CFP® exam is scored through Prometric's computer-based testing software with a high degree of accuracy. It is highly unlikely that an exam result will change from "fail" to "pass" following a manual rescore after the results are released.

However, should candidates determine that they want their examination manually rescored, they may submit a request within 30 days of the final result release date. There is a \$150 fee for manual re-scoring. Written requests for a manual re-score should be emailed to examinations@cfpboard.org.

Requests must include your name, the examination date, the fee payment information, and the specific reason for requesting the manual re-score. Requests without the fee will be returned to you, and requests submitted more than 30 days after the release of the final results will not be processed.

The re-scoring process may take up to 30 days to complete. After the exam has been re-scored, candidates will receive an email confirming the re-score outcome. Note that candidates will not receive a further breakdown of their exam result upon receiving the re-score outcome confirmation.

In the event that your exam result changes from a "fail" to a "pass", you will be reimbursed your re-scoring fee.



CERTIFIED FINANCIAL PLANNER BOARD OF STANDARDS, INC.

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