

**CFP BOARD**

**CFP<sup>®</sup> EXAM  
CANDIDATE  
HANDBOOK  
NOVEMBER 2024**

# QUICK REFERENCE GUIDE

## CFP® EXAMINATION TESTING WINDOWS

March | July | November

## NOVEMBER CFP® EXAMINATION TESTING WINDOWS

Testing Window: November 6-13, 2024  
(Education Verification Deadline: October 17, 2024)

## EXAM REGISTRATION DEADLINES AND FEES

The registration period for each exam administration is about four months, and is broken into three phases: Early Registration, Standard Registration, and Late Registration. Candidates are encouraged to register as early as possible to benefit from the Early Registration price and for the best date and testing site availability.

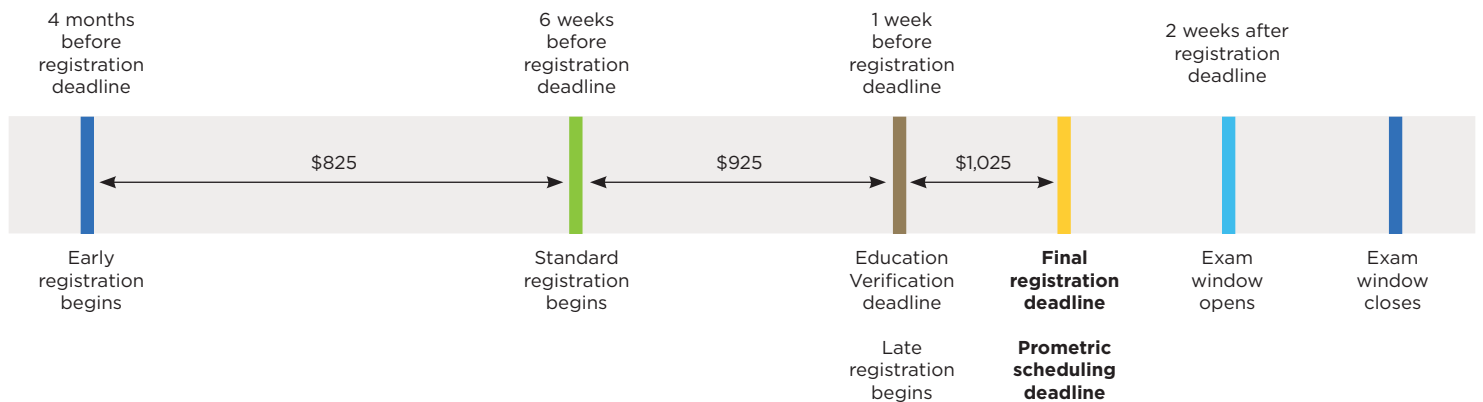
	Opens	Closes	Fee
<b>Early</b>	June 14, 2024	September 12, 2024	\$825
<b>Standard</b>	September 13, 2024	October 17, 2024	\$925
<b>Late</b>	October 18, 2024	October 24, 2024	\$1,025

## REGISTER FOR THE EXAM

Register online at [CFP.net/exam](https://www.cfp.net/exam)

Your exam registration includes FREE access to the CFP Board Practice Exam, with the option to purchase a second Practice 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/closures](https://www.prometric.com/closures)

### CFP BOARD

Contact CFP Board with questions about exam and certification requirements.

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

[mail@cfpboard.org](mailto:mail@cfpboard.org)

1425 K Street NW #800  
Washington, DC 20005

**Fax:** 202-379-2299

**To report exam misconduct dial the 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. 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 MANAGING DIRECTOR OF PROFESSIONAL PRACTICE

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 Exam 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.

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](mailto: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,



John Loper, CFP®  
Managing Director  
Professional Practice



**“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® Exam 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 Accelerated Path 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 sections, each divided into two subsections

The CFP® exam consists of 170 multiple-choice questions, delivered in a computer-based format, over the course of two 3-hour sections with midsection breaks, to enhance the security of the CFP® exam and provide a consistent experience for candidates taking the exam at test centers and those taking the exam remotely.

Each section of the exam will be divided into two distinct subsections, and an optional unscheduled break may be taken between those subsections. Candidates can move between questions within each subsection. However, once the next subsection begins, candidates will not be allowed to access the previous subsections of the exam.

The CFP® exam is a pass/fail exam. 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 Practice 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 Practice Analysis, exam questions are written by volunteer CFP® professionals, with oversight 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 Domains (refer to Appendix A for a complete list). The March 2022 CFP® exam and later exams are based on the 2021 Practice Analysis, available at [CFP.net/2021-Practice-Analysis](https://www.cfp.net/2021-Practice-Analysis).

“THE CFP® EXAM IS A COMPUTER-BASED EXAM CONSISTING OF 170 MULTIPLE-CHOICE QUESTIONS OVER THE COURSE OF TWO 3-HOUR SECTIONS, EACH DIVIDED INTO TWO SUBSECTIONS.”

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

- |   |   |
|---|---|
| A. Professional Conduct and Regulation (8%)       | E. Tax Planning (14%)                           |
| B. General Principles of Financial Planning (15%) | F. Retirement Savings and Income Planning (18%) |
| C. Risk Management and Insurance Planning (11%)   | G. Estate Planning (10%)                        |
| D. Investment Planning (17%)                      | H. Psychology of Financial Planning (7%)        |



## **PRACTICE EXAMS**

CFP Board also offers two Practice Exams to help candidates study for the CFP® exam. The Practice Exams are full-length, featuring 170 questions and provide instant feedback on your performance relative to the Principal Knowledge Domains. One Practice Exam is included FREE with registration for the CFP® exam. Once registered for the exam, candidates can access the Practice Exam online through their CFP Board account. The Practice Exam is a great way for candidates to familiarize themselves with the exam software and benchmark their progress as they study for the exam.

Learn more about the CFP Board Practice Exams at: [CFP.net/PracticeExams](https://www.cfp.net/PracticeExams)

# 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. Holding certain professional designations, credentials or academic degrees pre-approved by CFP Board. These can qualify candidates to accelerate their path to certification by bypassing the majority of the education coursework requirement to sit for the CFP® exam upon completion of the Capstone course or the Capstone Alternative (see [CFP.net/AcceleratedPath](https://www.cfp.net/AcceleratedPath))

CFP Board Registered Programs provide education verification directly to CFP Board. Transcript Review and the Accelerated Path 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 postponed, and a \$500 postponement fee will be applied. If you have already postponed your registration, your registration will be withdrawn and you will receive a \$200 refund.

## 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.



# 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](https://www.cfp.net/account)**  
If you have previously registered for the exam or have already created your online account, you may simply log into your secure CFP Board account to start the registration process.
- 2. Log into your CFP Board account and complete the exam registration form**  
Click the "Register for Exam" button on your Certification Dashboard, or select the "Exam" section in your account.
- 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.

**Your CFP® exam registration includes FREE access to a CFP Board Practice Exam. Once your registration is complete, you will be able to access the Practice Exam through your CFP Board account. You will also have the opportunity to purchase a second practice exam during registration.**

## 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 [Prometric's scheduling website](#).
2. Select "Schedule" under TEST CENTER EXAM or REMOTELY PROCTORED EXAM, whichever is your preference.
3. Read the provided Privacy Policy Notice and the Data Privacy Notice and select "I agree."
4. Enter your CFP Board ID number in the "Eligibility ID" field, then, enter the first four letters of your last name.
5. Use the search box to enter the area where you would like to take the CFP® exam.
6. Select the date and time of your preferred appointment.

## CFP BOARD PRACTICE EXAM

Your CFP® exam registration includes access to the CFP Board Practice Exam. This full-length, 170-question practice exam is accessible online through your CFP Board account, with results and feedback available immediately. The CFP Board Practice Exam can be a valuable exam preparation tool.

**“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.”**



7. 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.
8. 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.
9. 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 into your online CFP Board account to report experience through the Experience Reporting Profile and to make progress toward other requirements.

**EDUCATION VERIFICATION, POSTPONEMENT, AND WITHDRAWAL REQUESTS**

(The deadline to request a withdrawal/postponement is the same as the late registration deadline)

**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 \$500.

**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 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 \$500.

**POSTPONEMENT**

**(Postponement Deadline for November 2024: October 24, 2024)**

The postponement fee is \$500. Candidates may postpone an exam only once per registration. Exams can be postponed to one of the next two exam administrations. Please note that the postponement deadline is the same as the Late Registration deadline.

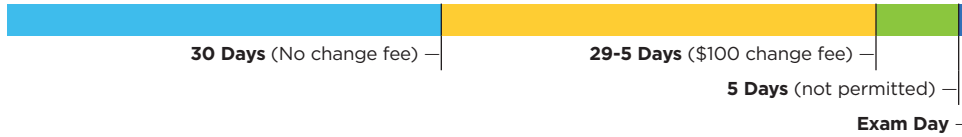
**WITHDRAWAL REQUEST**

**(Withdrawal Deadline for November 2024: October 24, 2024)**

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 withdrawal deadline is the same as the Late Registration deadline.

## RESCHEDULING CONFIRMED APPOINTMENTS WITHIN THE EXAM WINDOW

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 Withdrawal 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 from an exam or postpone your exam appointment, candidates must contact CFP Board at [examinations@cfpboard.org](mailto:examinations@cfpboard.org). Prometric will not be able to cancel your exam appointment if contacted.

## TESTING ACCOMMODATIONS

**(For Nov. 2024 Exam - Applications Accepted Aug. 9 - Sept. 27, 2024)**

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 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)

(Section 1: Test 4.5 hours; Section 2: Test 4.5 hours)

**Additional 30-minute break per testing section** (total: 7 hours)

(Section 1: Test 3.5 hours; Section 2: Test 3.5 hours)

**Flexible Breaks (Stop the Clock Breaks)**

**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](https://www.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?

CFP Board has a free Sample Exam available to help you become familiar with the exam question format and testing interface at: [cfp.net/SampleExam](http://cfp.net/SampleExam)

## 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 Knowledge Topics. 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.

For more on how to develop an exam study strategy including setting priorities and creating a study plan that works, refer to the companion to this Exam Handbook, the CFP® Exam Candidate Preparation Toolkit at: [cfp.net/ExamPrepToolkit](http://cfp.net/ExamPrepToolkit)

**“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 full-length Practice Exam that comes FREE with your exam registration, and will be accessible through your online account once you register and pay for the CFP® exam. Learn more about these resources from CFP Board: [CFP.net/PracticeExams](https://www.cfp.net/PracticeExams).

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 questions 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 [CFP.net/ReviewCourses](https://www.cfp.net/ReviewCourses); 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 also connect with others preparing for the upcoming exam in the Study Group Forum. You can access the Candidate Forum and the Study Group Forum at [candidateforum.CFP.net](https://www.cfp.net/candidateforum).

The CFP Board Mentor Program connects candidates for CFP® certification with established CFP® professional volunteers in a relationship designed to provide free one-on-one guidance, advice and support as you prepare for the CFP® exam. Mentees are required to find a mentor by the enrollment deadline to participate in the program. You can find the Mentee Success Kit at the end of this handbook. More details and how to enroll are available at [CFP.net/mentor](https://www.cfp.net/mentor).

**Disclaimer:** CFP Board's practice exam contains copyrighted material. CFP Board makes the material available to candidates in an effort to provide candidates with an opportunity to gain exposure to types of sample exam questions they may encounter on the CFP® exam. The practice exam also gives candidates the opportunity to gain exposure to taking an exam in a computer-based format. Use of the practice exam is optional. CFP Board is not making a claim to indicate that the material on the practice exam is the best or only means for preparing adequately for the CFP® certification examination.

## 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.

**“I’VE BEEN THANKFUL FOR THE QUESTIONS AND ANSWERS MEMBERS POSTED ON THE CANDIDATE FORUM DURING THE TIME I WAS STUDYING FOR CFP® EXAM. I OWED THE SUCCESS OF PASSING THE EXAM TO THE EXPERIENCE AND ENCOURAGEMENT SHARED BY THE FORUM MEMBERS. – DIEP LE, CFP®.”**

## 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.

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**“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. Appointments are made through Prometric at [prometric.com/test-drive](https://www.prometric.com/test-drive).

# 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 C](#))

You may not bring any of these prohibited items:

1. Food and drink (excluding water) are not permitted in the exam room. Candidates may bring one clear bottle of water with all labels removed into 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 sections 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 B](#)) 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 C](#)), 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, pencils, and noise cancelling headphones are available, but optional. The scratch paper and pencils are collected and 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.

View a short video of the check-in process at Prometric test centers at: [prometric.com/test-takers/what-expect](https://prometric.com/test-takers/what-expect)

**“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.”**

## CFP BOARD NON-DISCLOSURE AGREEMENT

You are required to sign the CFP Board Non-Disclosure Agreement 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. Please note that the concept of “brain dumping” at the start of the test is inappropriate and not allowed.

The exam is presented in two 3-hour sections 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 D](#) and [E](#).

CFP Board has a free Sample Exam available to help you become familiar with the testing interface at: [cfp.net/SampleExam](http://cfp.net/SampleExam)

## BREAK TIMES

**Scheduled:** A scheduled 40-minute break will begin upon completion of all the questions in the first section, 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 section begins exactly 40 minutes after the completion of the first section, regardless of whether or not you have returned to your seat.

**Midsection Break:** Each section of the exam is divided into two distinct subsections, and an optional unscheduled break may be taken between those subsections.

Candidates can move back and forth within each subsection. However, once the next subsection begins, candidates will not be allowed to access the previous subsections of the exam.

**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 B](#)).

## 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.

## 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.

## REMOTE PROCTORED EXAM

Please familiarize yourself with the [CFP Board Remote Testing Policy and Agreement](#). Candidates accept these terms when they schedule a remote proctored examination.

To qualify for remote proctoring, you will need a fast and reliable internet connection and a computer or laptop that meets these minimum technical requirements:

**Screen Resolution:** 1024 X 768 (Recommended: 1920 x 1080)

**Operating System:** Windows 8.1 or MacOS 10.13 or higher except for 13.0 through 13.2.1.

**Web Browser:** Latest Google Chrome

**Webcam Resolution:** 640 X 480p (if not using a laptop, a portable webcam is required)

**Microphone:** Enabled

**Download Speed:** 1.0 mbps (recommended 5.0 mbps)

**Upload Speed:** 0.5 mbps

Firewalls and VPNs **MUST** be disabled (especially on work computers)

**NOTE:** iPad/Android tablets are not currently supported. Microsoft Surface or similar can be used only when configured in laptop mode.

Remote Proctoring is only authorized within the United States

Before scheduling to take the CFP® exam remotely, you are advised to run the System Readiness Check ([rpcandidate.prometric.com](http://rpcandidate.prometric.com)). The results will help you to determine if your system meets the minimum technology requirements and if your operating system is compatible to install and run the ProProctor application. The system check can be conducted at any time on the Prometric website.

You are taking a certification exam. Please treat your environment as if you were in a testing center.

- Candidates are expected to test alone for the entire duration of the exam and stay in view of the camera. Please plan to have no interruption in your testing room. Persons or pets are not allowed in the testing room or area throughout the duration of the exam.
- Candidates are expected to take the exam in a clear, orderly and well-lit room. Please clear the testing area before the test to facilitate the check-in process
- Candidates are expected to sit in an upright position during the examination. Please note that the desktop or laptop must be on a table or desk throughout the duration of the exam.
- Candidates are expected to sit in a chair during the examination. Sitting or reclining in a bed or couch with the computer on your lap is not allowed.
- Candidates are not allowed to use a dual-monitor configuration to take the CFP® exam. The computer must be undocked throughout the duration of the exam.
- Candidates **MUST** notify the proctor and receive approval **BEFORE** taking a scheduled or unscheduled break. Failing to do so could result in the termination of the exam.
- Candidates are prohibited from using physical scratch paper or erasable whiteboards while taking the exam remotely. A virtual scratch pad will be provided on screen for notetaking during the exam.
- Formula sheets and tax tables will be provided onscreen, Printed copies will not be allowed.
- Candidates may have approved CFP Board calculator(s) and loose batteries



## **CHECK-IN PROCESS**

Candidates are encouraged to log in 30 minutes before the exam time to begin the check-in process.

During the check-in process the following self-service steps will occur:

1. The ProProctor system will prompt you to capture your image.
2. The system will prompt you to capture an image of your government-issued ID.
3. The system will prompt you to read a check list to ensure the following is in place before meeting with a Readiness Agent

We encourage candidates to clear their testing area well in advance of the testing appointment to ensure a smooth check-in process.

You will meet the Prometric Readiness Agent who will guide you through three security checks before launching your exam:

### **1. ID Verification.**

Your Readiness Agent will confirm your name, address, and exam details via video chat.

### **2. 360° Environmental Check**

Your Readiness Agent will ask you to provide a 360-degree view of your environment using your webcam.

Your Readiness Agent also will ask you to scan your work surface using your webcam. We strongly recommend having a medium-to-large mirror during your environmental check.

During this step, your Readiness Agent will ask to inspect things such as bookshelves, wall hangings, electronic devices such as televisions. (\*It is recommended to have a large bedsheet or linen available if asked to cover any area of clutter\*)

Do not have your laptop connected to a docking station anytime during the setup of your exam. This can cause connectivity issues. Make sure to clear your workspace and put away all personal items.

### **3. Candidate Person Check**

Your Readiness Agent will ask you to stand up to do a scan of your person. This scan will include — but is not limited to — conducting a sleeve, pocket and glasses check. Additionally, you will be asked to turn all pockets inside out and remove large jewelry items from your person prior to and throughout the duration of the exam.

**In order to expedite the check-in process, please remember to empty your pockets prior to the visual check.**

## TAKING THE EXAM AND BREAKS

Once you're seated, you may take the exam at your own pace.

Before you see the first exam question, 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 exam, please report the incident to CFP Board.

Timing of the exam begins with the first exam question.

## EXAM SCHEDULE AND BREAKS

### EXAM STRUCTURE

Time	Exam Sections
2 minutes	Non-disclosure agreement
5 minutes	Tutorial
180 minutes	Subsection 1a (43 items) <i>Optional Unscheduled Break</i> Subsection 1b (42 items)
40 minutes	Scheduled Break
180 minutes	Subsection 2a (43 items) <i>Optional Unscheduled Break</i> Subsection 2b (42 items)
5 minutes	Survey

The CFP® Examination consists of a total 170 multiple-choice questions, including stand-alone questions and sets of questions associated with short scenarios or more lengthy case histories.

The examination is divided into **two 3-hour sections, with two subsections in each section (total of four content subsections).**

Subsection 1a contains 43 questions and Subsection 1b contains 42 questions with a **shared pooled timer of 180 minutes** so please allow enough time to complete each section of the exam.

You will be able to take an **“Optional Unscheduled Break”** after subsection 1a of the exam. If you take the unscheduled break, the **exam timer will not stop** and your time for the remaining section will continue to decrease during the break. **After completing a subsection in the exam, candidates will not be able to access the previous subsection.**

After completing Subsection 1b of the exam you will have a **40-minute scheduled break**. If you do not wish to take the break, then click **“Resume Test”** and the exam will restart on content section 2.

# 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 Standard Setting. The Standard Setting process establishes a cutoff standard score for passing the exam.

Shortly after completing the exam, Prometric will email you your preliminary results. You will receive your official results letter by email approximately 4 to 6 weeks following the close of the testing window. Candidates who do not pass receive a diagnostic report of their exam performance across the Principal Knowledge Topics, with indications of relative strengths and weaknesses. Candidates who pass will receive instructions for taking their next steps toward CFP® certification.

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 5 times. (Individuals who have attempted the exam 4 or 5 times prior to January 1, 2012 will be permitted 2 additional attempts.)
2. Individuals may attempt the exam a maximum of 3 times within a 24-month period. If an individual fails the exam 3 times in a 24-month period, they must sit-out three exam administrations before registering for another attempt.

## EXAM DAY ISSUES

CFP Board reviews all exam-related issues identified by examinees and investigates significant exam-day issues with the test delivery vendor. If you have an issue to report, please contact CFP Board at [examinations@cfpboard.org](mailto:examinations@cfpboard.org) no later than 10 business days after the close of the exam window to report exam-related issues that require further investigation.

**“CANDIDATES WHO DO NOT PASS THE EXAM RECEIVE A DIAGNOSTIC REPORT OF THEIR EXAM PERFORMANCE ACROSS THE PRINCIPAL KNOWLEDGE TOPICS, WITH INDICATIONS OF RELATIVE STRENGTHS AND WEAKNESSES.”**



## REPORTING EXPERIENCE

Experience can be reported to CFP Board at any time, through the Experience Reporting Profile. The Experience Reporting Profile can be accessed through your 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 5 years after successful completion of the CFP® exam. 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 5-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.

## REPORTING EDUCATION

### Bachelor's Degree Requirement.

Submit an official transcript verifying that you hold a bachelor's degree or higher from an 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 the transcript 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 plus internships, 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 KNOWLEDGE TOPICS

The following Principal Topics are based on the results of CFP Board's 2021 Practice Analysis. The Principal Topics serve as a curricular framework and also represent subject topics that CFP Board accepts for continuing education credit. Each exam question will be linked to one of the following topics, in the approximate percentages indicated following the general headings.

## 8 PRINCIPAL KNOWLEDGE DOMAINS:

- A. Professional Conduct and Regulation (8%)
- B. General Principles of Financial Planning (15%)
- C. Risk Management and Insurance Planning (11%)
- D. Investment Planning (17%)
- E. Tax Planning (14%)
- F. Retirement Savings and Income Planning (18%)
- G. Estate Planning (10%)
- H. Psychology of Financial Planning (7%)

### A. PROFESSIONAL CONDUCT AND REGULATION (8%)

- A.1 CFP Board's Code of Ethics and Standards of Conduct
- A.2 CFP Board's Procedural Rules
- A.3 Function, purpose, and general structure of financial institutions
- A.4 Financial services regulations and requirements
- A.5 Consumer protection laws
- A.6 Fiduciary standard and application

### B. GENERAL PRINCIPLES OF FINANCIAL PLANNING (15%)

- B.7 Financial planning process
- B.8 Financial statements
- B.9 Cash flow management
- B.10 Financing strategies and debt management
- B.11 Economic concepts
- B.12 Time value of money concepts and calculations
- B.13 Education needs analysis
- B.14 Education savings vehicles

B.15 Education funding

B.16 Gift/income tax strategies

### C. RISK MANAGEMENT AND INSURANCE PLANNING (11%)

- C.17 Principles of risk and insurance
- C.18 Analysis and evaluation of risk exposures
- C.19 Health insurance and health care cost management (individual and group)
- C.20 Disability income insurance (individual and group)
- C.21 Long-term insurance and long-term case planning (individual and group)
- C.22 Qualified and Non-Qualified Annuities
- C.23 Life insurance (individual and group)
- C.24 Business owner insurance solutions
- C.25 Insurance needs analysis
- C.26 Insurance policy and company selection

### D. INVESTMENT PLANNING (17%)

- D.27 Characteristics, uses and taxation of investment vehicles
- D.28 Types of investment risk
- D.29 Market cycles
- D.30 Quantitative investment concepts and measures of investment returns
- D.31 Asset allocation and portfolio diversification
- D.32 Bond and stock valuation concepts
- D.33 Portfolio development and analysis
- D.34 Investment strategies
- D.35 Alternative investments and liquidity risk

**E. TAX PLANNING (14%)**

- E.36 Fundamental and current tax law
- E.37 Income tax fundamentals and calculations
- E.38 Characteristics and income taxation of business entities
- E.39 Income taxation of trusts and estates
- E.40 Tax reduction/management techniques
- E.41 Tax consequences of property transactions
- E.42 Tax implications of special circumstances
- E.43 Charitable/philanthropic contributions and deductions

**F. RETIREMENT SAVINGS AND INCOME PLANNING (18%)**

- F.44 Retirement needs analysis
- F.45 Social Security and Medicare planning
- F.46 Eldercare and special needs planning
- F.47 Types of retirement plans
- F.48 Qualified plan rules and options
- F.49 Non-qualified plan rules and options
- F.50 Key factors affecting plan selection for businesses
- F.51 Distribution rules and taxation
- F.52 Retirement income and distribution strategies
- F.53 Business succession planning

**G. ESTATE PLANNING (10%)**

- G.54 Property titling and beneficiary designations
- G.55 Strategies to transfer property
- G.56 Estate and incapacity planning documents
- G.57 Gift, estate, and GST tax compliance and calculation
- G.58 Sources for estate liquidity
- G.59 Types, features, and taxation of trusts
- G.60 Marital deduction
- G.61 Intra-family and other business transfer techniques
- G.62 Postmortem estate planning techniques
- G.63 Planning for divorce, unmarried couples and other special circumstances
- G.64 Planning for special needs and circumstances

**H. PSYCHOLOGY OF FINANCIAL PLANNING (7%)**

- H.65 Client and planner attitudes, values, biases
- H.66 Behavioral finance
- H.67 Sources of money conflict
- H.68 Principles of counseling
- H.69 General principles of effective communication
- H.70 Crisis events with severe consequences

# APPENDIX B: TESTING CENTER REGULATIONS

## PROMETRIC TEST CENTER REGULATIONS

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. Prometric, alone or in conjunction with your test sponsor, 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 CONTENT/SYSTEMS

- 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.
- 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**.
- **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.

## TEST CENTER CHECK-IN PROCEDURES & BREAKS

- 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.
- You will be scanned with a metal detector wand **prior to every entry** into the test room.
- 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.
- If you are wearing eyeglasses you will be required to remove them for visual inspection to ensure they don't contain a recording device. Large jewelry items must be stored in your locker due to concerns over concealed recording devices.
- Exams may have scheduled or unscheduled breaks, as determined by your test sponsor. Each time you leave the test room you must sign-out.

- 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.
- 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.

## PROHIBITED ITEMS AND EXAMINEE CONDUCT IN THE TEST CENTER

- **Weapons are not allowed in any Prometric Test Center.**
- Unauthorized personal items may not be brought into the test room. Such items include, but are not limited to: outerwear, hats, food, drinks other than water, purses, briefcases, notebooks, watches, cell phones, electronic devices, or wearable technology.
- Written notes, published materials and other testing aids are **strictly prohibited** in the test room, except where allowed by your test sponsor. Test center staff will refer to the applicable Client Practices for allowances.
- Written notes or electronic devices discovered in the test room will be confiscated by the Test Center Administrator.
- Only soft ear plugs (with no wires/cords attached) and center-supplied tissues are permitted in the test room.
- 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.
- Light clothing items removed for comfort such as sweaters, suit jackets, scarves, etc., must be hung on the examinee's chair, not placed in laps or on the workstation desktop. Outerwear such as heavy coats, parkas, rain coats, etc., is not permitted in the test room.
- 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 C: 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 section 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 D: 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 E: PROVIDED TAX TABLES

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

EXAM WINDOW	TAX RATES, TABLES, & LAW TESTED
November 2024	2024
March 2025	2024
July 2025	2025

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



# APPENDIX F: 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](mailto:examinations@cfpboard.org) or by mail to:

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

All comments about exam questions must be received by CFP Board no later than the close of the examination window.

Appeals of exam policies are reviewed 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 examination software with a high degree of accuracy. It is highly unlikely that an exam result will change from "fail" to "pass" following a rescore after the results are released.

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

Requests must include your name, the examination date, the fee payment information, and the specific reason for requesting the 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.

# MENTOR PROGRAM

## MENTEE SUCCESS KIT



## MENTORING OBJECTIVES

The CFP Board Mentor Program is designed to help you stay on track while studying for the next CFP® exam. We encourage you to enroll in this unique resource to help you prepare for the exam. If you've already enrolled, thank you for signing up to be a mentee!

For more details and enrollment, go to [CFP.net/mentor](https://www.cfp.net/mentor).

### Your Objectives as a Mentee:

1. Build a supportive relationship with your mentor focused on your exam preparation.

2. Review your study strategy with your mentor and stay on track with your plan.

3. Use CFP Board's exam and mentoring resources to understand the best practices for exam success and complete CFP Board's Practice Exam.

4. Take advantage of your mentor's experience, knowledge, advice and support as you prepare for the CFP® exam.

## YOUR NEXT STEPS

Below are your next steps to ensure a successful relationship after you've enrolled.

1. Your first step is requesting a mentor. Go to [CFP.net/FindMentor](https://www.cfp.net/FindMentor) and search for a CFP® professional who meets your criteria and send them a mentoring request. Mentees are encouraged to only have one mentor.

2. Once your mentoring request has been accepted, send your mentor an email to start the relationship. Your mentor's contact information will be on their Mentor Profile.

3. Meet with your mentor (in person or virtually) at least 3 times leading up to the next CFP® exam.

4. Focus your relationship on exam preparation. You'll be working with your mentor for 3 to 4 months. We'll formally end all mentoring relationships at the close of the exam window.

We strongly encourage candidates to find their mentor first. If you have trouble finding a mentor or need help connecting with a CFP® professional, please email [mentor@cfpboard.org](mailto:mentor@cfpboard.org).

## GETTING STARTED



### TIPS FOR YOUR FIRST MEETING

To help you get started, here is a suggested agenda for your first meeting with your mentor:

- ✓ Introductions - introduce yourself so your mentor knows more about you and your background.
- ✓ Cover your mutual understanding of the mentoring process and what you hope to get out of the relationship.
- ✓ Discuss any boundaries of the relationship (confidentiality, etc.).
- ✓ Bring 2-3 topic areas, related to exam preparation, that you want to focus on during your mentoring relationship.
- ✓ Determine how often you will maintain contact with each other.
- ✓ Establish times for regularly scheduled communications.

## HOW TO BE SUCCESSFUL

To set a framework for your mentoring relationship, here are exam tips to help you be more successful:

- **Research shows those who follow their study plan are more likely to pass the exam.** Create a study plan and share it with your mentor. Schedule check-ins to make the most of your study time and stay on track.
- **65% of those who passed the CFP® exam used the CFP Board Practice Exam as part of their study program.** This is a complimentary resource with your exam registration. Take your practice exam and share your progress with your mentor.
- **Based on research, those who passed the exam were significantly more likely to study 11-15 hours per week.** Make sure your study plan aligns with this and ask your mentor for any time management tips.
- Take a review course. **Those who passed the exam said the two best ways to prepare were taking a review course and focusing on practice questions.** Ask your mentor for recommendations on the review course(s) they took to prepare and how they incorporated practice questions into their exam prep.





## HELPFUL RESOURCES

- Additional resources relating to mentoring can be found in the Mentor Program Resource Library. Visit [CFP.net/MentorResources](https://www.cfp.net/MentorResources) to access these resources.
- You may have questions about the certification process that your mentor isn't sure how to answer. Post your questions in CFP Board's Candidate Forum. This is an online community exclusively for candidates where you can connect, ask questions, and get helpful responses from your peers. To access the Candidate Forum, please visit [CandidateForum.CFP.net](https://CandidateForum.CFP.net).
- Do you have questions where you might benefit from a one-on-one conversation? If so, we encourage you to contact the CFP Board Stakeholder Services team at 1-800-487-1497.
- We look forward to working with you to make your mentoring relationship successful. Please keep in touch! If you have any questions, please email [mentor@cfpboard.org](mailto:mentor@cfpboard.org).

**CFP BOARD**

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