

2012 Updates to CFP® Exam Policies

Online Exam Registration:

Registration for the CFP® Certification Examination may only be completed through CFP Board's [online exam application](#). CFP Board will no longer accept exam applications submitted by mail or fax.

Online Reporting of Exam Results:

Beginning with the July 2012 exam, exam results and diagnostic feedback will be provided exclusively through examinees' online CFP Board accounts. CFP Board will no longer distribute exam results by mail. Examinees will be able to print hard copies of their results from their online CFP Board accounts.

Retake Limit:

Effective January 2012, CFP Board has implemented the following limits on the number of times an individual can attempt the CFP® Certification Examination:

- Individuals may attempt the exam a **lifetime maximum of five times**. (Individuals who have attempted the exam four or more times prior to January 1, 2012, will be permitted a maximum of two additional attempts.)
- 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 sit-out period is required before registering for another attempt.

Requests for ADA Special Accommodations:

In compliance with the Americans with Disabilities Act as Amended (ADAAA), all requests for special testing accommodations in 2012 must comply with CFP Board's new detailed documentation requirements and qualifications for diagnosing professionals, which are outlined in CFP Board's [Special Accommodations Request Form](#). Beginning with the July 2012 exam, examinees who require special accommodations will need to submit the required documentation at least six weeks in advance of the registration deadline of their desired test date.

Ear plugs and Headphones:

Examinees will not be permitted to use personal ear plugs, noise cancelling headphones or other type of headphones during the examination. Foam ear plugs will be permitted.

Exam Integrity Tip Line:

CFP Board has established a new, confidential Exam Integrity Tip Line (**1-855-EXAMTIP** or 1-855-392-6847), which is available for examinees to report any type of exam-related security issues or misconduct.