

CFP BOARD

CERTIFIED FINANCIAL PLANNER BOARD OF STANDARDS, INC.

CFP BOARD

Self-Study Requirements: CFP Board Ethics 2018

September 5, 2017

- Live presentation is defined as
 - Real-time interaction between the instructor and participants
 - In-person session
 - Web Conferencing where attendance and engagement can be measured
 - Self-Study is defined as
 - E-Learning; real-time interaction with the content
 - Delivered online through a system that will meet the required functionality covered in this document
 - Recognizes a pre-determined deadline for completion (as per CE Sponsors policy)
 - Delivery methods no longer accepted:
 - Previously recorded content delivery
 - Unmonitored independent study
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- Required progression through course material and successful completion of activities
 - Activities imbedded after each module; may include but are not limited to:
 - Pop Up Quizzes
 - Case Studies
 - Access to the final assessment *only after* the course has been completed
 - PDF of content can be made available
 - ***The course must still be completed online***
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- CFP Board will provide
 - Learning Objectives
 - 100 minutes of *required* core content with script
 - Variety of exercises and case studies for sponsor to draw from
 - Assessment question bank
 - Guidelines for the course evaluation
 - CE Sponsor may
 - Add supplemental ethics related content (total course time not to exceed 120 minutes)
 - Add 2-3 questions to the assessment bank to cover this content
 - Add a 3rd hour of content to satisfy requirements other than CFP Board Ethics (3rd hour can be registered separately as General CE)
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- Follows CFP Board CE Policy
 - 20 questions total
 - 70% passing score

 - Test Bank provided by CFP Board
 - 40 questions based on learning objectives
 - 2-3 questions can be added by CE Sponsors to cover ethics related supplemental content

 - Online Capabilities
 - Randomize assessment questions after each attempt
 - Display total questions correct and incorrect after each attempt
 - No display of correct response feedback without passing score
 - Limit attempts to 3; before content review is required
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- ***Required*** for all Self-Study (Online) course completions
 - Can be an online link to a course evaluation form or
 - Questions added to the final Assessment as non-graded responses
 - Provide the CE Sponsors the ability to summarized responses in a reportable format
 - Summary of responses must be provided to CFP Board when requested with a response summary for each question equal to the number of reported completions within a specified time-period
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- Certificates of Completion will be made available to those scoring a 70% or higher on the assessment
 - Certificate of Completion must include the CFP Board Program ID
 - Attendance reporting will be completed within 14 days of course completion
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QUESTIONS: PLEASE CONTACT

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