CFP BOARD

CERTIFIED FINANCIAL PLANNER BOARD OF STANDARDS, INC.

REGISTERED PROGRAM CAPSTONE REQUIREMENTS

To ensure accuracy and timely review of Registered Program applications and renewals, please follow the requirements to get the required Capstone course approved. The registration criteria were updated in 2021.

C.3.2 FINANCIAL PLAN DEVELOPMENT (CAPSTONE) COURSE LEARNING OBJECTIVES

Programs must have the Financial Plan Development Learning Objectives copied and pasted into their Capstone syllabus. While it is permitted to include your university's objectives, you may not change wording or add additional objectives. CFP Board's learning objectives are:

1. Demonstrate a comprehensive understanding of the content found within the financial planning curriculum and effectively apply and integrate this information in the formulation of a financial plan.

2. Effectively communicate the financial plan, both orally and in writing, including information based on research, peer, colleague or simulated client interaction and/or results emanating from synthesis of material.

3. Analyze personal financial situations that include both qualitative and quantitative information, evaluating clients' objectives, needs and values to develop an appropriate strategy within the financial plan.

4. Demonstrate logic and reasoning to identify the strengths and weaknesses of various approaches to a specific problem.

5. Evaluate the impact of economic, political and regulatory issues with regard to the financial plan.

6. Apply the CFP Board Code of Ethics and Standards of Conduct *to the financial planning process.*

C.3.3 FINANCIAL PLAN DEVELOPMENT (CAPSTONE) COURSE ASSESSMENT RUBRIC

The course must use an assessment rubric to evaluate the CFP Board-required Capstone course learning objectives. Registered Programs are required to display the assessment rubric in the course syllabus. It is recommended that Registered Programs collaborate across institutions to share examples of and best practices for developing an assessment rubric for the Capstone course.

Rubrics **must** include:

1. **CRITERIA** ➡
   Criteria must clarify the purpose of the financial planning case.
2. **LEVELS OF PERFORMANCE** (L.O.P) and scores ⇒
   Like grades, students must be aware of the range of comprehension.
3. **NARRATIVES** ⇒
   The L.O.P. must have descriptors of passing scores versus a failing score.

Example rubric format:

*Criteria	Exemplary (4)	**Proficient (3)**	Developing (2)	Needs Improvement (1)
1. Integration of Financial Planning Curriculum	Demonstrates a comprehensive understanding of financial planning concepts and effectively integrates them into a well-structured financial plan with accurate and relevant applications.	Demonstrates a solid understanding of financial planning concepts with minor gaps in integration and application.	Shows a basic understanding of financial planning concepts but struggles with application and integration.	**Lacks understanding of financial planning concepts and does not effectively integrate them into a financial plan.**

*Please have at least 3 criteria.