Process for Reinstatement After CFP® Certification Is Relinquished Voluntarily or Administratively

A former CFP® professional begins the **Reinstatement** process by contacting **Renewals** or **Stakeholder Services**, completing the **Intent to Reinstate Form** and submitting an **Ethics Declaration**. Submitting the **Ethics Declaration** triggers a **Background Check**, including a review for **Trademark Compliance**.

A former CFP® professional seeking to become recertified must:

- Fill out the **Intent to Reinstate Form**.
- Pay the **Reinstatement Fee** and cover renewal costs.
- Ensure all continuing education (CE) credits are reported and up to date.
- Finish the renewal application and submit the **Ethics Declaration**.

(See **Certification Renewal** instructions on CFP.net.)

Enforcement Staff performs a **Background Check**.
Did the **Background Check** reveal a reason to open an **Investigation**?

YES/NO

YES:
Enforcement Counsel will send the **Applicant** a **Notice of Investigation (NOI)** requesting information and documents.

Upon receipt, the **Applicant** has 14 days to acknowledge receipt but may request additional time to respond.

(For next steps, please see **Evaluation of a Candidate's Ethical Fitness** Process Map.)

NO:
The **Background Check**, including a review of the **Ethics Declaration**, went smoothly. The **Candidate** is on their way to certification!

DOES THIS MAP APPLY TO ME?

This map applies to **Candidates** who were former CFP® professionals that **Administratively** or **Voluntarily Relinquished** and wish to reinstate their certification.

PRACTICE TIPS

Concepts to Consider:

90-Day Requirement: A **Candidate** must complete **Reinstatement** requirements within 90 days after the **Intent to Reinstate Form** is approved. A **Candidate** who misses the 90-day deadline will be required to reapply for **Reinstatement**, which includes a nonrefundable **Reinstatement Fee**.

Continuing Education Requirements for Reinstatement: CE requirements depend on the length of the certification lapse. **Candidates** should consult **Renewals** or **Stakeholder Services** to confirm what is required.

Five Years After Certification Expiration Date: If five or more years have passed since certification lapsed, the **Candidate** will be required to take the current CFP® exam.

Ethics Compliance: All investigations that were pending before relinquishment will be completed before recertification.

Trademark Compliance: The **Background Check** will confirm compliance with trademark guidelines. See **Trademark Compliance** links below for additional information.

KEY RESOURCES

***Procedural Rules*:**
Article 5

How to Use the CFP® Certification Marks

Terms and Conditions of Certification and Trademark License

Continuing Education Requirements