GUIDANCE DOCUMENT: LEVEL OF COMPLEXITY (DEFINED)

The CFP Board Council on Education has developed a set of CE Quality Standards for various steps of the program development process. Every program starts with a good idea that leads to a program description. A good description narrows and articulates, in a few short sentences, the purpose of the program. It outlines the main topics and themes to be covered. The learning objectives are a series of concise statements that define the expected goal or outcome of the program in terms of the participants’ ability to demonstrate newly acquired knowledge or skills at a specific Level of Complexity.

**Level 1 – Basic.** The learning objectives will ensure the content provides the CFP® professional with an entry-level overview and exposure to a topic to build foundational, working knowledge leading to the development of a particular skill or skill set.

**Level 2 - Intermediate.** Participants will have a foundational, working knowledge in the topic as a pre-requisite. The learning objectives will ensure the content provides the CFP® professional the enhanced concepts necessary to apply and analyze the topic thereby strengthening knowledge and advancing skill level.

**Level 3 - Advanced.** Participants will have detailed knowledge of the topic. The learning objectives will ensure the content enables the CFP® professional to master a skill set and the topic in terms of adapting, evaluating, modifying and predicting outcomes.

**Additional Guidance Documents:**
- Writing Meaningful Learning Objectives
- Developing a Learning Plan
- Creating Effective Assessment Questions
- Building a Quality Live Program
- Building a Quality Online Course
- Designing a Program Evaluation
- Sample Program Evaluation

Comments or Questions? Please email us at cesponsor@cfpboard.org