

# ACCREDITATIONS

## CERTIFIED FINANCIAL PLANNER™ (CFP®)

The CERTIFIED FINANCIAL PLANNER™, CFP® certification is a voluntary certification; no federal or state law or regulation requires financial planners to hold CFP® certification. It is recognized in the United States and a number of other countries for its (1) high standard of professional education; (2) stringent code of conduct and standards of practice; and (3) ethical requirements that govern professional engagements with clients. Currently, more than 95,000 individuals have obtained CFP® certification in the United States.

To attain the right to use the CFP® marks, an individual must satisfactorily fulfill the following requirements:

- Education – The two-part education requirement includes both (1) completing coursework on financial planning through a CFP Board Registered Program, and (2) holding a bachelor's degree or higher (in any discipline) from an accredited college or university.
- Examination – The examination, administered over two 3-hour sessions, consists of 170 questions in a multiple-choice format. The exam includes stand-alone and scenario-based questions, as well as questions associated with case studies.
- Experience – Complete at least 6,000 hours of professional experience related to the financial planning process or 4,000 hours of apprenticeship experience.
- Ethics – Agree to be bound by CFP Board's Standards of Professional Conduct, adhering to high ethical and professional standards, and to act as a fiduciary when providing financial advice.

Individuals who become certified must complete the following ongoing education and ethics requirements to maintain the right to continue to use the CFP® marks:

- Continuing Education – Complete 30 hours of continuing education hours each reporting period, consisting of 2 hours of CFP Board approved Ethics CE, and 28 hours of CE covering one or more of CFP Board's Principal Knowledge Topics
- Ethics – Renew an agreement to be bound by the Standards of Professional Conduct.
- CFP® professionals who fail to comply with the above standards and requirements may be subject to CFP Board's enforcement process, which could result in suspension or permanent revocation of certification.

## Certified Public Accountant (CPA)

Certified Public Accountant (CPA) is a title given to qualified accountants in the United States who have passed the Uniform Certified Public Accountant Examination and meeting licensing requirements in the state where they want to practice.

There are four parts to the CPA exam: Auditing & Attestation (AUD), Financial Accounting & Reporting (FAR), Regulation (REG), and Business Environments & Concepts (BEC). The exam consists of multiple-choice questions administered over four 4-hour exam periods.

The continuing education requirement for CPAs varies by state. Most states requires minimum of 80 hours of CE every two years or 120 hours every 3 years.

## Chartered Financial Analyst® (CFA)

The Chartered Financial Analyst® (CFA) credential is offered through the CFA Institute, a global association of investment management professionals. There are currently over 190,000 CFA Charterholders worldwide. The CFA program focuses on ethical and professional standards, quantitative methods, financial statement analysis, equity investments, fixed income, derivatives, alternative investments, portfolio management, and wealth planning.

To qualify for the designation, a candidate must pass a three-level exam that tests the fundamentals of investment tools, company valuation, portfolio management, and wealth planning, have 4,000 hours of work experience and/or higher education that was acquired over a minimum of three sequential years, and agree to abide by the CFA Institute's Code of Ethics. Membership must be renewed annually, and continuing education is not required, although the Institute recommends 20 hours of annual voluntary continuing education.

## Accredited Investment Fiduciary® (AIF®)

The AIF designation certifies that the recipient has specialized knowledge of fiduciary standards of care and their application to the investment management process. To receive the AIF designation there are four requirements:

1. Enroll in and complete the AIF® Training
2. Pass the AIF® Examination
3. One of the following combinations of education, industry experience, and/or professional development is required to meet the experience requirement for the AIF®  
Relevant experience is that which has been accrued in a non-clerical role within the

financial services (or a related) industry; a. Minimum of two (2) years of relevant experience; a bachelor's degree (or higher); and a professional credential; b. Minimum of five (5) years

of relevant experience; a bachelor's degree (or higher) or a professional credential, or (c) Minimum of eight (8) years of relevant experience.

4. Satisfy the Code of Ethics and Conduct Standards
5. Submit the application and dues

AIF® designees must accrue a minimum of six hours of Continuing Education (CE) annually. The CE requirement is effective immediately upon attainment of the AIF® designation, and CE hours may be accrued from a variety of sources.

## **Chartered Alternative Investment Analyst (CAIA®)**

The CAIA Association is a global professional body dedicated to creating greater alignment, transparency, and knowledge for all investors, with a specific emphasis on alternative investments such as hedge funds, private equity, real estate investments, venture capital, real assets such as commodities futures, funds of funds, and derivatives. There are more than 13,000 CAIA members globally.

Candidates must hold a bachelor's degree or equivalent plus one year of business experience in the financial industry or four years of experience in the financial industry. The designation requires the completion of two exams offered twice per year.

## **Financial Paraplanner Qualified Professional™ (FPQP®)**

The College for Financial Planning, an accredited institution of higher learning, offers the Financial Paraplanner Qualified Professional™ designation. This designation covers the financial planning process, the five disciplines of financial planning, general financial planning concepts, and terminology.

There are no prerequisites for the program. Individuals who hold this designation have completed the 10-module course of study, and then successfully passed a proctored exam. Designees must adhere to the College's Standards of Professional Conduct, and complete sixteen hours of continuing education every 2 years.

# Global Professional in Human Resources™ (GPHR®)

The Human Resources Standards Institute (HRCI) is a credentialing and learning organization for the human resources profession. The Global Professional in Human Resources® (GPHR®) demonstrates an competency in multinational HR responsibilities, including strategies of globalization development of HR policies and initiatives that support organizational global growth.

To be eligible for the GPHR you must meet one of the following conditions for education and/or experience: Have at least two years of experience in a professional-level HR position and a Master's

degree or higher, Have at least three years of experience in a professional-level HR position and a Bachelor's degree, OR Have at least four years of experience in a professional-level HR position.

The exam contains questions covering strategic global human resources, global talent management, global mobility, workplace culture, total rewards, risk management, and compliance. Continuing education requirements are 60 hours over 3 years.