



2020-2021 CERTIFICATION CANDIDATE HANDBOOK



FP&A[®]

Certified Corporate
**Financial Planning &
Analysis** Professional

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General Information

Certified Corporate Financial Planning & Analysis Professional® Credential

Sponsored by the Association for Financial Professionals® (AFP)

The Certified Corporate FP&A Professional (FP&A®) designation defines universal principles and standards of practice used in performing financial planning & analysis job functions. By earning the FP&A credential, you demonstrate your understanding of those complex processes, tools and best practices and are recognized as well-positioned to provide insight to strategic business decisions at organizations.

AFP®, a not-for-profit, individual membership association, sponsors the FP&A credential program on behalf of the global FP&A profession. The certification program was launched in 2013 and will continually evolve to reflect the changing responsibilities of today's FP&A professionals. AFP is committed to ensuring that the FP&A credential maintains a distinctive high standard of excellence.

The Caviart Group provides technical assistance to AFP in test development and Pearson VUE administers the delivery of the computer-based FP&A examination through a network of more than 5,000 test centers across the globe.

The FP&A examination is developed following certification industry standards. The scope and content of the FP&A examination is based on the results of a job task analysis, as well as the work of several test development committees of volunteer FP&A subject matter experts.

The profile of an AFP Certified Corporate Financial Planning & Analysis Professional, as defined by the Job Task Analysis Committee is as follows:

A newly certified FP&A professional provides insights to the financial decision making process in an organization through analysis, financial projections (planning, budgeting and forecasting) and reporting. They may work as a member of a team of financial analysts but they are also able to work independently.

They understand the entire decision support process and are able to contribute to and be responsible for individual components of the process. They are able to perform these functions accurately and in an efficient manner and to identify, assess and adapt their processes to changes in the business environment. FP&A professionals understand and abide by professional conduct standards.

FP&A certified professionals communicate with others in a wide range of positions internal and external to the organization to understand and gather qualitative and quantitative information on factors affecting the financial performance of the organization. They are also able to analyze data and relevant facts, consolidate and convey insight to support decision makers and other stakeholders.

Earning the Certified Corporate FP&A Professional Credential

To achieve the credential, you must do the following:

- Satisfy the entrance requirements.
- Pay the enrollment fees.
- Satisfy the Exam Part I requirement by passing the Exam Part I or being approved for an Exam Part I waiver.
- Satisfy the Exam Part II requirement by passing the Exam Part II exam.
- Satisfy the education requirement.
- Satisfy the work experience requirement.
- Agree to comply with the AFP Standards of Ethical Conduct.

You must complete these program requirements within five years of enrollment into the program. If you are unable to complete the program requirements and earn your certification within five years of enrollment, you must pay new enrollment fees and retake both exam parts. If you pass one or both parts of the exam but do not complete all program requirements within five years of enrollment, the passed part(s) will expire.

The credential will not be awarded until all requirements have been met.

The AFP Certification Committee is the final judge of an individual's qualifications to earn the credential. The Committee will consider applicant appeals with respect to exceptional circumstances. The Committee also reserves the right to verify an applicant's eligibility through random audit.

Applicants who are deemed eligible to enroll in the examination will receive a confirmation email from AFP. Applicants deemed ineligible to enroll will receive an ineligibility notification and a refund of the examination fees only.

Program Entrance Requirements

Before you enroll in the FP&A credential program and register your exam parts, you must meet the entrance requirements:

- Have a bachelor's or equivalent degree.
- Or, be currently enrolled in an undergraduate program with a finance related major (finance accounting, economics or business) and be on track to graduate within two years.
- Understand the professional conduct requirement (You will be asked to comply with the AFP Standards of Ethical Conduct – see page 33 of this guide).

The Certified Corporate FP&A Professional Examination

The FP&A exam consists of two parts – Part I and Part II – that assess mastery of the critical skills, knowledge and abilities involved in financial planning & analysis. Both parts of the exam are offered in two testing windows a year: February–March and August–September.

Part I – Financial Acumen is a computer-based exam consisting of 140 multiple choice questions. Part II – Financial Analysis and Business Support is a computer-based exam consisting of 45 task-based simulations and 10 case analysis problems. Both parts contain unscored pretest questions, which do not affect the score and are used in certification examinations as an effective and legitimate way to test the validity of future scored examination questions. Pretest questions are placed randomly throughout the exam.

Part I and Part II of the exam can be taken separately or in any order. You may choose, based on test site availability, to take both parts on the same day, on different days in the same window, or in two different windows.

Education and Experience Requirements

Candidates who meet the entrance requirements may enroll in the Certified Corporate FP&A Professional program and begin taking the exams before the Education and Experience Requirements have been fully satisfied, but will not be awarded the credential until all requirements have been met.

To determine your eligibility, please visit the following link: www.FPACert.org/FPAtool

Eligibility Categories	Undergraduate Education	Graduate Education	Supplemental Education	Credential	Work Experience*
A	Bachelor's or global equivalent in accounting, finance, economics or business	None	None	None	3 years of FTE experience in an FP&A position
B	Bachelor's or global equivalent in any subject matter	Master's degree or higher or global equivalent degree in a finance, accounting, economics or business related field	None	None	2 years of FTE experience in an FP&A position
C	Bachelor's or global equivalent in a non-finance subject	None	Three semester hours of college-level course work or equivalent in finance and six semester hours of college-level course work or equivalent in finance or managerial accounting	None	3 years of FTE experience in an FP&A position
D	Bachelor's or global equivalent in a non-finance subject	None	None	An approved accounting or finance credential (See list of credentials below)	3 years of FTE experience in an FP&A position

**Two years of FTE college/university teaching experience in budgeting, forecasting, financial modeling, corporate financial planning, strategic planning or financial analysis can be substituted for each year of work experience*

Approved Accounting or Finance Credentials

(For Eligibility Category D)

- Certified General Accountant (CGA)
- Certified Government Financial Manager (CGFM)
- Certified Internal Auditor (CIA)
- Certified Management Accountant (CMA)
- Chartered Professional Accountant (CPA), Canada
- Certified Public Accountant (CPA)
- Certified Treasury Professional (CTP)
- Chartered Accountant (CA)
- Chartered Global Management Accountant (CGMA)
- Chartered Financial Analyst (CFA)
- Chartered Certified Accountant (ACCA)
- Institute of Chartered Accountants in England & Wales (ICAEW) Chartered Accountant (ACA)
- Professional Business Accountant (PBA) Canada

Positions such as internships, vacation/holiday employment or volunteer positions do not provide the appropriate experience to qualify in meeting the full-time experience requirement.

All applicants must complete the Report of Experience and Education as part of the online application process or use the paper-based application located on pages 26-32 or online at www.FPACert.org/Forms. Relevant education and work experience should be outlined on this form.

Full Time Equivalent (FTE) Experience

FTE experience is defined as those positions involving at least 35 hours of work per week. At least 50% of the individual's time must be spent performing/managing or supervising those who perform/manage the following finance tasks:

- Budgeting
- Forecasting
- Financial modeling
- Corporate financial planning/strategic planning
- Financial analysis

FP&A Exam Part I Waiver

Beginning April 15, 2020, candidates holding certain credentials may apply for an Exam Part I waiver. If approved, the Exam Part I waiver will meet the Exam Part I requirement and exempt the candidate from having to take and pass Exam Part I.

Waiver Qualification

In order to qualify for an Exam Part I waiver, candidates must hold one of the following credentials in good standing at the time of their application:

- Chartered Financial Analyst (CFA)
- Certified Treasury Professional (CTP)
- Certified Public Accountant (USA)(CPA)
- Certified Management Accountant (CMA)

Applying for a Waiver

At this time, Exam Part I waivers can only be applied for by submitting the waiver application form at FPACert.org/waiver or in the FP&A certification candidate handbook.

If you are submitting a new application:

Complete and submit your new application. As part of the submission process, you will be asked to choose a testing window for the Exam Part I. After submitting your online application, or along with your paper application, submit the completed Exam Part I waiver application to FPACert@AFPonline.org and the required supporting documentation.

If you are currently enrolled in the program and are registered to take the Exam Part I:

If you are currently enrolled in the program and are registered to take the Exam Part I in an upcoming window, submit your Exam Part I waiver application to FPACert@AFPonline.org at least three full weeks before the start of your registered testing window. AFP will review your application and respond within 10 business days.

Supporting Documentation

When submitting your waiver application to FPACert@AFPonline.org please include supporting documentation which states that you currently hold that credential. A list of acceptable supporting documentation is below. Photocopies and pictures are acceptable. All supporting documentation should include an expiration or recertification date.

- Your certificate
- An award notification
- A letter on the letterhead of the certifying body
- CPA license or license card

Please visit www.FPACert.org/waiver for more information. Please note that Waiver Applications will not be reviewed or approved until a candidate has submitted their New Enrollment Application.

Exam Format

Test Development

AFP facilitates the development of the competency-based Certified Corporate FP&A Professional exam following generally accepted best practices for credentialing agencies and The Standards for Educational and Psychological Testing. AFP employs professional testing experts to assist in all aspects of the exam development process to ensure psychometric soundness and legal defensibility of the program. The success of the credential is a function of active practitioner involvement. Practicing financial planning and analysis professionals are involved at every stage of the process.

Job Analysis

The job analysis process provides a systematic procedure of identifying and validating the performance domains of the financial planning and analysis professional and the knowledge and skills that are necessary to execute job responsibilities. Subject matter expert practitioners develop a list of job tasks and responsibilities, from which a survey is developed. The information derived from the analysis of the survey results provides the basis from which the examination specifications are developed. Demographically diverse survey respondents validate the job tasks and responsibilities and rank the importance of each.

Test Specifications

Using the job analysis results, a committee of volunteers with FP&A field experience facilitated by the Caviart Group, develop the specifications (number of exam question items per knowledge domain) for the FP&A examination. (See pages 6-9 for the Test Specifications for the 2019B-2024A windows.)

The Exam

Under the guidance of test development professionals, groups of subject matter expert practitioners write, edit and approve test questions. These questions, each of which are referenced to selected finance textbooks, are assembled into exam forms following the test specifications blueprint. Exam forms are validated to ensure they are fair and reliable and hold every candidate to the same standard. A list of references used can be found on the website: www.FPACert.org/Ref

FP&A Test Specifications & Knowledge Domains

Content Areas (Knowledge, Skills and Abilities)

FP&A Exam Part I

Financial Acumen: Understanding and Managing Financial Information and Business Relationships

Knowledge Domain A

Concepts of Business and Finance: 52-58% of Exam Part I

- | | |
|---|--|
| <p>I.A.1 Knowledge of types of short and long-range plans/ budgets/forecasts (zero-based budgets, annual budgets, rolling forecasts, etc.) and their application</p> <p>I.A.2 Ability to interpret corporate annual reports, including understanding the interactions/interrelationships between common financial statements</p> <p>I.A.3 Knowledge of general finance principles and financial concepts, including common financial formulas (time value; opportunity costs; debt structures and covenants; earnings per share; cost of capital; etc.)</p> <p>I.A.4 Knowledge of managerial accounting/reporting and cost accounting concepts (costs throughout the production process; fixed and variable costs; cost allocation; contribution margins; etc.)</p> <p>I.A.5 Knowledge of financial accounting concepts, principles, and practices</p> <p>I.A.6 Knowledge of general business terminology, practices, and processes (compensation structures, performance management, stock options, etc.)</p> <p>I.A.7 Knowledge of risk factors and risk management concepts (value at risk, hedging, insurance, interest rate risk, diversification, etc.)</p> | <p>I.A.8 Knowledge of concepts of cash management (working capital, financing options, etc.)</p> <p>I.A.9 Knowledge of common financial investments/ decision types (go/no go; buy/lease; mergers, acquisitions, and divestitures; etc.)</p> <p>I.A.10 Knowledge of frameworks to ensure quality business and strategic decisions (SWOT [strengths, weaknesses, opportunities, threats] analysis; Porter's five forces; growth-share matrix; root cause analysis; five whys; etc.)</p> <p>I.A.11 Knowledge of basic microeconomics concepts (marginal costs; pricing; price elasticity of supply and demand; etc.)</p> <p>I.A.12 Knowledge of basic macroeconomic concepts used in financial planning (consumer price index, gross domestic product, exchange rates, interest rates, inflation rates, economic indicators, etc.)</p> |
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2019B-2024A

FP&A Test Specifications & Knowledge Domains *continued*

Content Areas (Knowledge, Skills and Abilities)

Knowledge Domain B

Systems and Technology: 17-23% of Exam Part I

- I.B.1 Ability to use basic and advanced spreadsheet functions (financial functions; pivot tables; value lookups; macros; integration with other common software; etc.)
- I.B.2 Knowledge of the attributes/limitations of systems (business intelligence, enterprise resource planning, general ledger, etc.) for storing and providing access to financial data, including routine data and large data sets
- I.B.3 Knowledge of the ETL [extraction, transformation, and loading] process in data warehousing
- I.B.4 Knowledge of basic data mining concepts and common algorithms (such as for data clustering)
- I.B.5 Knowledge of information control concerns (internal governance, regulatory issues, accountability, information security standards, etc.)
- I.B.6 Knowledge of FP&A system testing process and tools (testing scripts, test plans, etc.)

Knowledge Domain C

Business Partnering: 22-28% of Exam Part I

- I.C.1 Ability to create and maintain tools for information gathering (templates, surveys, etc.), including identifying and mitigating potential sources of bias
- I.C.2 Ability to determine information needs of, and gather information from, internal/external stakeholders and business partners (operations, sales, and marketing departments; senior management; etc.)
- I.C.3 Ability to identify, monitor, and report business metrics (including financial and nonfinancial key performance indicators)
- I.C.4 Ability to understand corporate structure/hierarchy and functions, including the roles and interrelationships between components of the financial structure (FP&A, accounting, investor relations, etc.)
- I.C.5 Ability to identify relevant stakeholders for partnering
- I.C.6 Skill in project management (establishing scope, mapping project/workflow elements, generating integrated timelines, managing interdependencies, monitoring progress, etc.)
- I.C.7 Knowledge of corporate guidance (organizational goals, strategies, etc.) and its impact on planning/projections
- I.C.8 Ability to determine when a situation requires intervention (stakeholder involvement, escalation, etc.)

FP&A Test Specifications & Knowledge Domains *continued*

Content Areas (Knowledge, Skills and Abilities)

FP&A Exam Part II

Financial Analysis and Business Support: Building, Interpreting, and Communicating Financial Projections

Knowledge Domain A

Analysis and Projections: 37-43% of Exam Part II

- II.A.1 Ability to create financial statement projections (income statement, cash flow statement, balance sheet, etc.)
- II.A.2 Ability to create a capital expenditure/investment analysis (discounted cash flow analysis, return on investment projections, net present value projections, etc.)
- II.A.3 Ability to create sales volume/revenue projections
- II.A.4 Ability to create expense and head count (staffing) projections
- II.A.5 Ability to create specific customer/deal/product projections
- II.A.6 Ability to perform a financial ratio analysis (debt/equity, accounts receivable days, liquidity ratios, etc.)
- II.A.7 Ability to perform competitive analysis (internal or external benchmarking; peer group analysis; ratios; etc.)
- II.A.8 Ability to perform variance analysis and reporting (actual versus prior periods; actual versus plan; actual versus forecast; etc.)
- II.A.9 Ability to perform a sensitivity analysis
- II.A.10 Ability to perform a financial risk analysis
- II.A.11 Ability to create “what-if” scenarios

Knowledge Domain B

Models and Analytics: 42-48% of Exam Part II

- II.B.1 Ability to conceptualize and scope an analysis (identifying tools and processes needed, conceiving efficient/effective model design, etc.)
- II.B.2 Ability to develop assumptions, draw conclusions, and assess the reasonableness of assumptions/conclusions
- II.B.3 Ability to determine and gather the information needed to complete a task (including knowledge of sources of pertinent and accurate information, both internal and external to the organization)
- II.B.4 Ability to identify the interrelationships between business drivers and account for their effects on financial statements
- II.B.5 Ability to develop and evaluate alternatives for business decisions
- II.B.6 Ability to understand common statistical concepts and perform common statistical calculations (standard deviation, expected value, correlation, regression, mean, mode, etc.)
- II.B.7 Ability to analyze trends in data sets (patterns, outliers, seasonality, shifts in a business or industry, etc.), including identifying trends, determining their causes/drivers, and accounting for their effects
- II.B.8 Ability to test and validate a model (cross-footing, consistency testing, reasonableness assessment, etc.)
- II.B.9 Ability to develop, document, and maintain models and templates (understand documentation concepts; document assumptions; create supporting information and protocols; document functionality and structure; use software/data version control concepts and techniques; etc.)
- II.B.10 Ability to interpret model results

FP&A Test Specifications & Knowledge Domains *continued*

Content Areas (Knowledge, Skills and Abilities)

Knowledge Domain C

Business Communication: 12-18% of Exam Part II

- II.C.1 Knowledge of effective communication and presentation techniques for explaining complex financial issues and their underlying logic to various stakeholders (including determining appropriate tone, level of detail, and presentation techniques for various audiences)
- II.C.2 Knowledge of common data visualization techniques/charts and their appropriate uses/applications in communicating results of analysis (including data mining)
- II.C.3 Skill in interpersonal communication (interviewing, influencing, asking appropriate questions, building alliances, negotiating favorable outcomes, maintaining positive relationships, resolving communication issues, etc.)

“I’m a big advocate for the FP&A certification. It’s something that’s definitely needed in the industry. The certification is very applicable to what FP&A is right now and what it is going to be in the future.”

— James Morales, CFA, FP&A
Director, Strategy and Corporate Development
Crius Energy

Test Locations/ Dates/ Fees

Test Center Locations

The proctored computer-based Certified Corporate FP&A Professional examination is administered by Pearson VUE through a network of more than 5,000 testing centers in cities worldwide. Test centers, which are subject to change, are listed on the Pearson VUE website at www.pearsonvue.com/AFP.



Examination Test Windows and Deadlines

The exam is offered in two 60-day testing windows for greater flexibility and convenience to candidates. All forms and applicable fees must be submitted online or in writing and postmarked by the specified deadline. Forms submitted without appropriate fees cannot be processed.

Candidates may choose any available window when registering for the exam. Both exam parts may be scheduled in the same testing window or in different windows.

FP&A EXAMINATION TESTING WINDOW

	Early Application Deadline	Final Application Deadline	Cancellation/Refund Request Deadline	Deferral Request Deadline
August 1, 2020–September 30, 2020 (2020B)	May 8, 2020	June 19, 2020	July 18, 2020	September 30, 2020
February 1, 2021–March 31, 2021 (2021A)	November 13, 2020	December 18, 2020	January 18, 2021	March 31, 2021
August 1, 2021–September 30, 2021 (2021B)	May 14, 2021	June 18, 2021	July 18, 2021	September 30, 2021

Applications received after the final postmark deadline will automatically be deferred to the next available testing window.

Examination Enrollment Fees

The examination fee permits candidates to attempt each part of exam once during the testing window for which they initially register that part.

FP&A ENROLLMENT FEES

Membership Status	Deadline	Application Fee	Examination Fee	Non-member Fee Differential	Total (USD)
AFP Member	Early	\$325	\$700		\$1025
	Final	\$325	\$800		\$1125
Non- Member	Early	\$325	\$700	\$395	\$1420
	Final	\$325	\$800	\$395	\$1520

Other Fees (in US dollars)

The following are remitted as single fees and do not require an application fee. Forms are available online at www.FPACert.org/Forms.

The fees listed are per part of the exam.

Re-Registration Fee | \$250 USD per exam part

Fee applies to candidates who were not successful on their previous exam attempt or failed to schedule an appointment during their approved testing window. Re-Registration fees are per part of the exam. Only candidates who are within ten testing windows of their original application qualify for this Re-Registration fee. Candidates wishing to retake the exam more than ten testing windows after their initial application must submit a new application and pay the new applicant fees. Candidates must cancel their existing exam appointment at least one full business day (24 hours) in advance in accordance with test center cancellation policies; otherwise they are subject to the “no-show” penalty fee of \$100 USD. Please note: you cannot take an exam part more than one time per testing window.

“No-show” Penalty | \$100 USD per exam part

Fee applies to all candidates who fail to cancel an existing appointment with the Pearson VUE at least one full business day (24 hours), regardless of whether they submit a written request to AFP to cancel or defer their exam registration. This fee also applies to candidates who miss their appointment, cancel too late or arrive late to the test center.

Cancellation Policy

Candidates who submit a cancellation request form to AFP by the appropriate deadline will be refunded the exam fee portion of their enrollment fee. The application fee of \$325 and the non-member differential fee of \$395 are non-transferable and nonrefundable. For candidates whose most recent payment did not include an application fee, there will be a \$100 USD processing fee withheld and any “no-show” penalty fees that were previously assessed.

Please note that cancellations are intended for candidates who are no longer interested in earning the credential or will be putting off the examination for an unknown period of time. Once the cancellation form has been processed and the exam fees refunded, the candidate must re-submit the new application form and the appropriate new applicant fees, should they ever want to sit for the examination again. For candidates interested in moving their exam registration to the next testing window, please view the Deferral or Re-Registration options.

The cancellation deadline is always two weeks prior to the commencement of the testing window.

Deferral Policy

Under special circumstances (i.e., medical or personal emergency) AFP may allow a deferral from the current testing window to the next testing window with no additional fee.

An event that can be anticipated is not considered an emergency. A candidate’s inability to take the exam due to work commitments or insufficient or inappropriate preparation is not considered an emergency.

Emergencies include:

- Death in the immediate family
- Illness, either yourself or immediate family member
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Unscheduled work travel

Special circumstances must either immediately precede or coincide with the administration of the exam. All such circumstances must include supporting documentation (i.e., a doctor’s note, emergency room forms, death certificate). A medical or personal emergency may apply to you or to one of your immediate family members: spouse, child or parent as defined by the Family Medical Leave Act.

Approval of a deferral request is granted on a case-by-case basis. Deferrals are permitted only once per exam part.

Candidates must cancel their existing exam appointment in accordance with Pearson Vue cancellation policies, otherwise they are subjected to the “no-show” penalty fee of \$100.

Taking the FP&A Exams

Submitting Your Application

Applications to enroll in the FP&A Certification Program may be submitted online at www.FPACert.org/apply or by using the application included in this guide. Full payment must accompany all applications. Applications cannot be processed without the required fee(s). Applications submitted by mail or fax must be postmarked by the application deadline or the application will be automatically deferred to the next testing window.

Requesting Special Testing Accommodations

Candidates with documented visual, physical, hearing or learning disabilities as defined under the Americans with Disabilities Act Amendments Act (ADAAA), which would prevent them from taking an examination under standard conditions, may request special testing accommodations and arrangements.

AFP and Pearson VUE require written documentation of the disability from the candidate's doctor or from another qualified medical professional who has treated the candidate for the disability within the last year.

The documentation must include the following information in order to be considered:

- The specific diagnosis and date of the diagnosis
- Specific and current findings that suggest your diagnosis (for example, relevant medical history, tests administered, date of the most current evaluation within the last three years, etc.)
- A description of your substantial day-to-day functional limitations resulting from your stated disabilities
- Specific recommendations for your testing accommodations, including a detailed explanation of why the accommodation is needed. Details regarding past exam accommodations must be provided and, if none were provided, an explanation of why the requested accommodations are currently needed. If the accommodation includes extra time, please indicate the amount of time requested.

This written documentation must be submitted to AFP within one business day (24 hours) of the enrollment application. There is no extra fee for making these arrangements.

In considering a request from an applicant for special accommodations, AFP and Pearson VUE are guided by a sense of fairness. Special accommodations are granted to give an approved candidate the opportunity to be examined in an equivalent manner with other candidates, but not to provide an advantage over other candidates.

Authorization-To-Test (ATT)

Upon eligibility approval, AFP will send you an Authorization-To-Test (ATT) via e-mail which will give you the information you need to schedule your appointment(s) to test. If you do not receive your ATT within four weeks after submitting your application, please contact +1.301.907.2862 or FPACert@AFPonline.org.

Please note: If you are registering for a future window, you will not receive your ATT until after the current window has ended.

Scheduling Your Examination Appointments

Once registered for a testing window, the candidate must either schedule the required appointment or appointments and take the exam, or request that the registration be deferred to the next testing window.

Failure to schedule an appointment during your approved testing window will result in forfeiting your exam fee. You will need to complete a Re-Registration form and pay the \$250 USD Re-Registration fee in order to register again to take the exam.

Carefully check your ATT. Your first and last name, as it appears on your identification, **MUST** match the name the test center has on file. If any information is incorrect, contact AFP prior to making your appointment to test. A list of acceptable discrepancies can be found at www.FPACert.org/apply/regulations.

Appointments to test can be made by calling Pearson VUE's registration center at +1.866.837.8287 or online at www.pearsonvue.com/AFP. You may make an appointment to test at any of Pearson VUE's 5,000+ testing centers for any available date and time during your approved testing window. For the best availability, candidates should make their appointment immediately after receiving their ATT, as test center seats can fill quickly.

Testing Time

The Certified Corporate FP&A Professional exam consists of two separate parts. Based on appointment availability, candidates may choose to take both parts of the exam on the same day or on two different days within the same window. However, each part of the exam has a set testing time. Time not used on one part of the exam cannot be carried over to the next part.

The scheduled test appointment time for Part I is three hours, of which you will have 2 hours, 35 minutes to answer 140 questions. Twenty-five minutes are available for you to review an optional tutorial (prior to the examination), agree to comply with the non-disclosure agreement and answer a brief computer-administered questionnaire (at the end of the examination).

The scheduled test appointment time for Part II is 4 hours, 30 minutes of which you will have 4 hours, 5 minutes to answer 55 questions. Twenty-five minutes are available for you to review an optional tutorial (prior to the examination), agree to comply with the non-disclosure agreement and answer a brief computer-administered questionnaire (at the end of the examination).

During the examinations, you will have the opportunity to review questions during the Multiple-Choice and Task-Based Simulation sections. You can change answers, mark or skip questions.

In the Case Analysis section of the Part II exam, you will **NOT** be permitted to skip or go back to questions. In these items, each step is scored independently of the previous subsequent steps. For each step, points are awarded for selecting appropriate action or may be awarded for avoiding an inappropriate action. Also, points may be deducted for selecting an action that is not appropriate or not necessary based on the information provided.

Should your time expire while taking the exam, all answers, regardless of how they are marked, will be calculated into your score. Once your allowed time has expired, or you exit the examination, you cannot see or review the questions again.

Multiple choice questions are worth one point each. Spreadsheet based questions are worth 1-5 points. Case analysis questions are worth 1 or more point per step.

At the Test Center

To ensure that all candidates' results are earned under comparable conditions and represent fair and accurate measurement, it is necessary to maintain a standardized testing environment. The following policies, procedures and suggestions pertain to every FP&A examination administration:

- As part of the check-in process, a digital signature, palm vein scan and/or photograph may be required.
- Instructions by test center personnel are to be followed.
- Although all necessary calculations in both exam parts can be done using the external spreadsheet tool, candidates may request a handheld four-function calculator from the test center administrator. Requests must be made to the test center at least two weeks in advance of the scheduled examination appointment. For additional assistance, please contact the Certification Department at FPACert@AFPonline.org. No other calculators will be allowed in the testing room.
- Do not bring books or other reference material into the examination room. The exam proctor will not permit anyone found possessing such materials to continue the test.
- Visitors are not permitted at the test center.
- You may not bring scratch paper into the examination with you. White boards with pens will be provided to you by the exam proctor at the test center. Raise your hand and the exam proctor will provide you with additional boards. You may request as many as you will need, however, you may not keep more than four white boards at your desk at once.

- If you wish to leave the room during the test, you must secure the administrator's permission. If you leave the testing area for any reason, please note that you will be electronically fingerprinted upon leaving and again before re-entering.

Please note that the testing clock cannot be paused and your testing time will continue to count down while you are away from your work station.

- Bring a jacket or sweater for air-conditioned rooms.
- Candidates may request earplugs or headphones from the administrator.

Making Changes

Please see www.FPACert.org/apply/regulations for more information on how to make changes within the same testing window, or how to request a Deferral to the next testing window.

Exam Results

At the end of each examination you will receive a printed report of your results that will include your name, title of your examination and whether you passed or failed. Your actual score is only provided if you failed, along with your performance diagnostics by knowledge domain.

Preparing for the FP&A Exams

AFP Financial Planning & Analysis Exam Prep Platform

The FP&A Exam Prep Platform is the preferred study resource for the Certified Corporate FP&A Professional Exam and is based on the test specifications for the **2019B - 2024A** windows. This fully digital and interactive platform contains study materials, evaluations, sample questions and customized progress tracking.



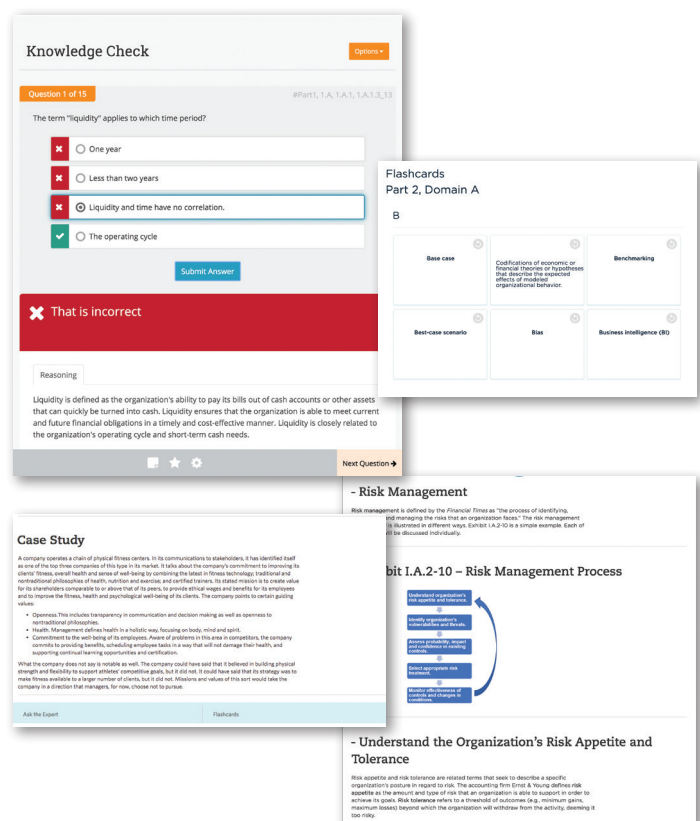
Built-In Instructor-Led Training: Each chapter contains our Online Exam Prep Review course embedded into the platform

Pre-Test: Assess your current skill set

Mobile Friendly: Study on your phone or tablet and all your data and results sync seamlessly

Post-Test: Gauge the skills gained and identify further gaps that need development

Progress Reports: Track your progress, activities and scores



Knowledge Checks: See how well you retain the material after each topic. See the rationale after each correct or incorrect answer

Case Studies: Apply concepts learned to real-world scenarios using task based simulations

Flashcards: Study key concepts with interactive digital flashcards

25 Chapters: Progress through both domains of the study materials, organized by topic area

Study Resources

FP&A Exam Preparation Community on AFP Collaborate

Join the discussion community exclusively for FP&A candidates and credential holders. Access the community at Collaborate.AFPonline.org.

Webinars

Participate in a series of complimentary webinars on the FP&A Professional certification program, from the benefits of being certified, to exam strategies and calculation tips. Register for upcoming live sessions or watch previously recorded presentations at www.FPACert.org/webinars.

Sample Test Questions and Prep Guide

Read strategies and test taking tips to help you better prepare for the FP&A exams. Sample questions, with answer keys, are included in this preparation guide. The Preparation Guide can be found at www.FPACert.org/PrepGuide.

Ordering Information

Order the self-study material by selecting the AFP FP&A Exam Prep Platform option on your FP&A Examination Form I (pg. 27), or add it to your shopping cart as part of the online application process.

If there are multiple training candidates within your organization or if you have organized a group of coworkers or friends who would like to prepare for and earn the FP&A credential, AFP offers the corporate/group training option. Take advantage of significant volume discounts when purchasing the AFP FP&A Exam Prep Platform for your group. For details or to order, contact Justin Barch at jbarch@AFPonline.org or call +1.301.961.8833.

Please note: the AFP Financial Planning & Analysis Exam Prep Platform is intended to cover the content of the Certified Corporate FP&A Professional test specifications: www.FPACert.org/TestSpecs. However, there may be some content in the AFP Financial Planning & Analysis Exam Prep Platform not covered by the exams, and there may be content tested in the exams that is not covered in the Exam Prep Platform. AFP makes no warranty that use of the AFP Financial Planning & Analysis Exam Prep Platform guarantees passage of the Certified Corporate FP&A Professional examination. AFP Certification staff is not involved with the planning & development of the AFP Financial Planning & Analysis Exam Prep Platform, per certification industry standards. Likewise, AFP Financial Planning & Analysis Exam Prep Platform subject matter experts and instructors do not have access to the actual Certified Corporate FP&A Professional examination questions.

From Examination to Certification

From Examination to Certification

Certified Corporate FP&A Professional candidates may begin taking the exams before they have satisfied all of the certification eligibility requirements.

Once you've passed your exams, there are just a few steps necessary to obtain your certification:

1. If you have not already done so, complete and return the Experience Verification Form, pages 28-32.
2. Upon verification of your education and experience documentation, you will receive confirmation of earning your Certified Corporate FP&A Professional credential. At this time, you may begin using the FP&A designation.
3. A certificate will be mailed to you 4-6 weeks after your credential has been confirmed.
4. You should begin earning and reporting continuing education credits in order to maintain your credential.

Digital Badge

To ensure Certified FP&A Professionals are recognized for their accomplishments in a way that allows them to fully showcase their ongoing professional commitment to FP&A in today's digital world, AFP provides credential holders with the opportunity to obtain a digital badge, enabling secure electronic verification of credentials.

Information about accepting and sharing the badge will be sent by our partner, Credly, via email shortly after becoming certified.

Once certified, a Certified FP&A Professional can share their digital badge to social networks, such as LinkedIn or Facebook. Adding the badge to a digital resume or email signature allows potential employers to instantly verify a Certified FP&A Professional's credential without the need for time-consuming reference checks.



Maintaining Your Credential

Recertification and Reporting CE Credits

The Certified Corporate FP&A Professional Certification is valid for three years. An FP&A Professional must earn and report a total of 45 continuing education (CE) credits within every three year recertification cycle and pay the recertification fee (currently \$110 USD for members, \$225 USD for non-members by the standard deadline) to maintain the credential. (Save \$25 by reporting credits online.) Educational programs do not need to be produced by AFP to qualify. Also, though highly encouraged, membership in AFP is not required to maintain the credential.

It is the responsibility of each Certified FP&A Professional to maintain records documenting qualified credits earned. AFP reserves the right to audit that documentation. Any reported credits that cannot be verified during an audit process will be disqualified. A program agenda or a letter signed and dated by the program sponsor/provider is acceptable documentation. Records of documentation should be retained for two full years after completion of each three year recertification cycle. Continuing education credits are earned at a rate of one credit per 50 minutes of instruction.

Approved CE Activities

The following are examples of approved CE activities:

- Attendance at corporate financial planning & analysis, corporate finance or accounting-related workshops, seminars, courses, user group conferences, and live teleconferences/webinars. (These educational programs do not need to be sponsored/produced by AFP.)
- Completion of corporate financial planning & analysis, corporate finance or accounting-related college or university courses
- Serving as a lecturer or speaker on corporate financial planning & analysis, corporate finance or accounting-related workshops, sessions, seminars and university/college courses
- Publication of authored articles on corporate financial planning & analysis or corporate finance-related topic areas (not restricted to AFP publications)
- Volunteering on AFP or other finance-related organization committees
- Accepted thesis or dissertation in a corporate financial planning & analysis or corporate finance-related topic area

- Completion of an independent/self-study course (with a method of evaluation or certificate of completion) in corporate financial planning & analysis or finance-related topic areas
- Successful completion of another financial certification or licensure examination
- Successful completion of quizzes on associated articles in *AFP Exchange*, *AFP FP&A In Focus* e-newsletters or select archived AFP webinars
- Attendance at a presentation skills or public speaking class
- Individual membership in a national, international or regional corporate financial planning & analysis, corporate finance or accounting-related association
- Advanced Excel or other spreadsheet software classes and/or courses

For a complete list of acceptable program types and any category limits, please refer to AFP's Recertification guidelines at www.FPACert.org/Recert.

Activities Not Approved for CE Credits

- Organizational products/services and/or sales-specific, marketing or business development presentations (not including user group conferences)
- Fundamental or introductory courses in corporate finance or corporate financial planning & analysis
- Personal career development topics not specific to finance or corporate financial planning & analysis
- FP&A Exam preparation course
- Earning the FP&A Certification

FAQs

How to Enroll

Q Do I need to be a member of AFP to enroll in the program?

A You are not required to be an AFP member prior to enrolling. However, non-members are charged a higher, non-member rate. A complimentary year of membership is included in that rate.

Q How do I determine if I am eligible to enroll in the certification program?

A The FP&A credential program has educational and experience requirements that candidates must meet before earning the credential. However, candidates may take the exam before meeting those requirements. Before you enroll in the FP&A program and register for your first exam, you must meet the entrance requirements:

- Have a bachelor's or equivalent degree
- Or be currently enrolled in an undergraduate program with a finance related major and be on track to graduate within two years
- Understand the professional conduct requirement (you will be asked to comply with the AFP Standards of Ethical Conduct).

Q If I have a graduate degree, do I need to complete the work experience requirement?

A Yes. Exam candidates with a graduate degree in finance, accounting, economics or business are required to report at least two years of work experience in order to earn the FP&A credential.

Q Does my work experience have to be in corporate financial planning & analysis to qualify?

A In order to qualify, your experience must be in a position involving at least 35 hours of work per week with at least 50% of your time spent performing/managing or supervising those who perform/manage the following tasks:

- Budgeting
- Forecasting
- Financial modeling
- Corporate financial planning/strategic planning
- Financial analysis

Q Do I need to fulfill the education and experience requirements before taking the exam?

A No, candidates are not required to have fulfilled the education and experience requirements before taking the exam. However, the credential will not be awarded until those requirements have been met. Candidates must fulfill both the education and experience requirements within five years of the date of their initial enrollment in the FP&A program. If candidates fail to fulfill the education and experience requirements within five years of their initial enrollment in the FP&A program, any passing scores that they have received on either part of the FP&A exams will expire and the candidate will have to reapply for enrollment to the program. After reapplying, the candidate will again have five years to take and pass both parts of the exam and fulfill the education and experience requirements.

Q How can I determine if my application and eligibility information has been accepted and approved?

A You will receive an email confirming approval of your FP&A program enrollment approximately 1-2 business days after submission of your application and payment. AFP will contact any candidate with application or payment issues that may delay this approval process.

Q Why should I schedule my exam appointment in the early part of the exam window rather than the latter part of the window?

A When scheduling your appointment, you should consider a date early in the window rather than the last week of the window. Should an unexpected job or personal responsibility require you to cancel your appointment to test early in the window, you will have more flexibility when rescheduling your appointment. Candidates who have appointments late in the testing window may be required to move their eligibility to the next testing window and pay the Re-Registration fee when they find that last minute appointments are unavailable during their current testing window.

Q Does an exam application expire?

A Applications are valid for ten consecutive testing windows. If you are not successful in your initial attempt at the exam, by submitting a Re-Registration form and fee you may retake the exam once per testing window for a period of nine consecutive testing windows after your initial window. The application expires after ten consecutive testing windows and a candidate wishing to take the exam again must submit a new application and fees.

Preparing for the Exam

Q Does the exam fee include a copy of the AFP Financial Planning & Analysis Exam Prep Platform?

A No. AFP provides exam candidates with the ability to purchase the study materials which best suit their needs. Should you, for example, opt to use the AFP Financial Planning & Analysis Exam Prep Platform for studying, you would be required to indicate this choice on your application and remit the additional fee.

Taking the Exam

Q I've submitted my enrollment form. How do I make a testing appointment?

A Within one business week of submitting your enrollment form you will electronically receive an eligibility letter including your Authorization to Test (ATT) from AFP. Your ATT will include information needed to schedule an appointment.

Please note: If you are registering for a future window, you will not receive your ATT until after the current window has ended

Q What is the passing score for the exam?

A The passing scaled score for both Parts of the exam is 500. The raw score is converted through a statistical formula, revealing a scaled score. We do not indicate an exact number or percentage of questions that need to be answered correctly to pass the exam. As there is no penalty for incorrect answers, we recommend trying to answer each question to the best of your ability.

Q What is the deadline to cancel my appointment(s) with the testing center to ensure that I do not incur the \$100 USD “no show” penalty?

A If you cannot make your appointment(s) or you are submitting a deferral request to move your exam(s) to the next testing window, your exam appointment(s) must be canceled with Pearson VUE at least one full business day (24 hours) prior to the scheduled appointment.

Q I currently hold an additional finance/accounting credential. Do I still have to take both exams?

A Candidates who currently hold the Chartered Financial Analyst (CFA), Certified Treasury Professional (CTP), Certified Public Accountant (USA) (CPA) or Certified Management Accountant (CMA) credentials in good standing may choose to apply for an Exam Part I waiver. If approved, your Exam Part I requirement will be met without taking the exam. More information about the Exam Part I waiver can be found at [FPACert.org/waiver](https://www.FPACert.org/waiver).

Waivers for the Exam Part II are not available. All candidates are required to take and pass the Exam Part II in order to earn the credential.

Q How did AFP determine which credentials qualified for waivers? Will the credential I hold qualify for a waiver in the future?

A To determine which credentials qualified for waivers, AFP began by surveying everyone who had applied to the FP&A program since it was launched in 2104. The survey asked which credentials candidates held at the time they applied. Pass rates for candidates holding the different credentials were examined and content coverage between the FP&A exam and the other credentials were compared to ensure that candidate was being tested on all content and everyone was held to the same standards.

AFP is now working with a psychometrician and an exam development consultant to determine a methodology to consider other credentials for the waiver program without first needing a statistically significant number of candidates holding that credential to have taken the exam. While we expect this to result in the addition of other credentials to the waiver program in the future, we cannot say which credentials may eventually be approved.

Re-taking the Exam

Q Can I take an exam part more than once in a testing window?

A No. While candidates can take both parts of the exam in one testing window, each part may only be taken once per window. This is a security policy and there are no exceptions. To retake the exam, candidates are required to submit a Re-Registration Form for the next testing window.

Q How many times can I retake the exam?

A AFP does not limit the number of times an exam candidate can retake the exam. However, if you need to re-test more than ten consecutive testing windows after your initial application, you will need to reapply and pay the application and examination fees.

See more FAQs online at
www.FPACert.org/apply/FAQs

Inquiries or questions not covered here?
Email FPACert@AFPOnline.org

Program Updates

The following updates to the program were made in 2019.

Re-Registration Fee

Re-Registration Fees (formerly known as Re-Examination Fees) have been lowered to \$250 per part, effective June 23, 2018 beginning with the February-March 2019 (2019A) window.

Transfers

Transfers (moving one or both examination parts from the current window to the next available window for a cost of \$125) are no longer an option, effective April 1, 2019. You may re-register for a future window if you need to move your exam window.

Test Specifications

The test specifications have changed for the 2019B testing window. Please see page 6-9 for the updated list of specifications.

Learning System

The February-March 2019 (2019A) testing window was the last testing window to utilize the Learning System. The new FP&A Exam Prep Platform, hosted on AFP Learn, is now effective, starting with the August-September 2019 (2019B) testing window through February-March 2024 (2024A). Registered candidates who have not yet passed both exam parts and who previously purchased the AFP FP&A Learning System will receive the updated material at no cost.

Case Analysis

A new question type, Case Analysis, will be added to the Part II exam beginning with the August-September 2019 (2019B) testing window. For more information, see www.FPACert.org/Preparation/CaseAnalysis

The following updates to the program were made in 2020.

FP&A Exam Part I Waiver

Beginning April 15, 2020, candidates holding certain credentials may apply for an Exam Part I waiver. If approved, the Exam Part I waiver will meet the Exam Part I requirement and exempt the candidate from having to take and pass Exam Part I.

Form I

2020 FP&A® Examination



FP&A®

Certified Corporate
**Financial Planning &
Analysis Professional**

General Enrollment *Please print or type*

For re-registrations, deferrals or cancellations, please visit www.fpacert.org/forms and download the appropriate form. **To apply online for the FP&A program, go to www.FP&Acert.org/apply.**

- AFP MEMBER: ☐ NO ☐ YES, ID#: _____
- NAME: ☐ MR. ☐ MS. ☐ MRS. ☐ DR. _____
NOTE: Name exactly as it appears on your ID. LAST / FAMILY FIRST MI
- TITLE: _____
- EMPLOYER / ORGANIZATION: _____
- HOME ADDRESS: _____
CITY: _____ STATE/PROV: _____ ZIP/POSTAL CODE: _____ COUNTRY: _____
BUSINESS ADDRESS: _____
CITY: _____ STATE/PROV: _____ ZIP/POSTAL CODE: _____ COUNTRY: _____
- MAILING ADDRESS PREFERENCE (☐ HOME ☐ BUSINESS) WE SHIP UPS — NO P.O. BOXES, PLEASE.
NOTE: Your exam study materials and certificate will be mailed to this address.
- PHONE: _____
E-MAIL: _____
- ☐ REQUEST SPECIAL ACCOMMODATIONS
- APPLICATION AND EXAMINATION FEES (IN USD) — **SELECT ONE WINDOW AND ONE DEADLINE**

To receive member pricing for the exam, you must be a member of AFP at the time of enrollment. Those who register at the non-member rate will receive full AFP® membership. Upon submitting your registration, you will become enrolled as an AFP member at no additional charge. All new memberships are 12-months in duration based upon the month in which you join. For example, individuals whose membership begins in April will have an expiration date of March 31 the following year. AFP membership dues are individual, non-transferable and non-refundable. Annual dues may be deductible as a business expense but are not deductible as a charitable contribution.

☐ Do not apply the non-member differential to AFP membership.

Examination Windows

Select a testing window for each exam Part. Both Parts may be taken in the same testing window or different windows.

FP&A Examination Window	Exam Part I	Exam Part II	Early Postmark Deadline	Final Postmark Deadline
August 1, 2020 – September 30, 2020 (2020B)	<input type="checkbox"/>	<input type="checkbox"/>	May 8, 2020	June 19, 2020
February 1, 2021 – March 31, 2021 (2021A)	<input type="checkbox"/>	<input type="checkbox"/>	November 13, 2020	December 18, 2020
August 1, 2021-September 30, 2021 (2021B)	<input type="checkbox"/>	<input type="checkbox"/>	May 14, 2021	June 18, 2021
			<input type="checkbox"/> AFP member = \$1025	<input type="checkbox"/> AFP member = \$1125
			<input type="checkbox"/> Non-member = \$1420	<input type="checkbox"/> Non-member = \$1520

Application & Exam Fees Total in USD (Enter selection from above): \$ _____

11. PREPARATION RESOURCES

☐ AFP Financial Planning & Analysis Exam Prep Platform AFP Member Price \$1095

If you are interested in learning more about volume discounts, contact Justin Barch, Director, Corporate Sales:
E-mail jbarch@AFPonline.org Call +1.301.961.8833

Total: \$ _____

NC & PA ONLY add applicable tax: \$ _____

12. METHOD OF PAYMENT: PAYMENT BY CHECK MUST BE MADE IN U.S. DOLLARS DRAWN ON A U.S. BANK

☐ CHECK ☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA ☐ DISCOVER CARD

13. CARD NUMBER: _____ EXPIRATION DATE: _____

14. SIGNATURE: _____

(FOR CREDIT CARD PAYMENT)

Please note: For orders to be delivered outside of the United States, any customs, duties, tariffs and brokerage fees are NOT included in the shipping rate. The purchaser will be responsible for paying these charges upon delivery.

FOR AFP OFFICE USE ONLY

CC/CK# _____

ID# _____

Amt \$ _____

Form I

2019 FP&A® Examination

page 2 of 2



FP&A®

Certified Corporate
**Financial Planning &
Analysis** Professional

General Enrollment

APPLICANT NAME: _____
LAST / FAMILY FIRST MI

Please indicate your...

15. Relationship to finance (Check one)

- ☐ Practitioner—I perform/manage finance functions.
- ☐ Associate—I sell to finance/treasury departments, or I perform consulting.
- ☐ Academic—I teach finance full-time.

16. Job level (Check one)

- ☐ Non-Financial Executive Level - CEO, CIO, COO, President, Chair, Chief
- ☐ Financial Executive Level - CFO, Financial Controller, Treasurer
- ☐ Senior Management - Assistant Treasurer, Assistant Controller
- ☐ Management Level - Director of Finance, Treasury, Risk, Other
- ☐ Staff Level - Analyst, Manager, Accountant, Cash Manager
- ☐ VP Level - VP of Treasury, Finance, Risk, Other

Mail the COMPLETED application (Form I and Form II) and appropriate fee (U.S. dollars drawn on a U.S. bank) to:

AFP
P.O. Box 64714
Baltimore, MD 21264

Note: Applications with credit card payment must be sent to AFP via fax at +1 301.907.2864. To avoid a duplicate credit card charge, the application should be either mailed OR faxed, not both.

FOR AFP OFFICE USE ONLY

CC/CK# _____

ID# _____

Amt \$ _____



Report of Education and Experience

Please print or type

APPLICANT NAME: _____
LAST / FAMILY FIRST MI

Section A: Report of Full-Time Work Experience

Candidates may take the FP&A exam before they have completed the experience requirement, however the credential will not be awarded until all requirements have been met.

In order to be awarded the FP&A credential, candidates must complete three years of Full Time Equivalent (FTE) experience in an FP&A position. FTE experience is defined as those positions involving at least 35 hours of work per week. At least 50% of the individuals time must be spent performing/managing or supervising those who perform/manage the following tasks:

- Budgeting
- Corporate financial planning/Strategic planning
- Financial modeling
- Financial analysis

A master's or higher degree (or global equivalent) in a finance, accounting or business-related field may be substituted for one year of work experience.

DATE RANGE	FROM (MM/YYYY)	TO (MM/YYYY)
POSITION TITLE		
DESCRIPTION OF DUTIES		
ORGANIZATION	NAME	CITY STATE/PROV
SUPERVISOR	NAME	POSITION TITLE
SUPERVISOR	PHONE NUMBER	EMAIL

For this position, indicate the percentage of time spent doing the following and whether you were performing or supervising/managing that function:

TASK	Budgeting	Forecasting	Financial modeling	Corporate financial planning/Strategic planning	Financial analysis
TIME SPENT SUPERVISING					
TIME SPENT PERFORMING					

DATE RANGE	FROM (MM/YYYY)	TO (MM/YYYY)
POSITION TITLE		
DESCRIPTION OF DUTIES		
ORGANIZATION	NAME	CITY STATE/PROV
SUPERVISOR	NAME	POSITION TITLE
SUPERVISOR	PHONE NUMBER	EMAIL

For this position, indicate the percentage of time spent doing the following and whether you were performing or supervising/managing that function:

TASK	Budgeting	Forecasting	Financial modeling	Corporate financial planning/Strategic planning	Financial analysis
TIME SPENT SUPERVISING					
TIME SPENT PERFORMING					

(Continued on Reverse, additional work experience tables on page 4)



Report of Education and Experience Please print or type

APPLICANT NAME: _____
LAST / FAMILY FIRST MI

Section B: Report of Education

In order to be awarded the credential, candidates must meet one of the following education requirements:

1. A Bachelor's or global equivalent academic degree in corporate finance, accounting, business or economics.
- OR
2. A Bachelor's or global equivalent academic degree in a non-finance subject plus three semester hours of college-level course work or equivalent in corporate finance and six semester hours of college-level course work or equivalent in accounting.
- OR
3. A Bachelor's or global equivalent degree in a non-finance subject plus a corporate finance related credential (see approved credentials at www.FPACert.org/ApprovedCredentials).

Candidates holding a bachelor's or global equivalent degree in any subject or undergraduate students majoring in finance, accounting, business or economics who expect to graduate within two years may take the FP&A exam before meeting the education requirement.

Please do not send supporting documentation. AFP will audit applications and contact schools to verify degrees.

Candidates who have at least six years of FP&A experience and do not hold a bachelor's or global equivalent degree should contact AFP to apply for review and consideration.

NAME OF COLLEGE/UNIVERSITY: _____

CITY/STATE: _____ PROV/COUNTRY: _____

DEGREE EARNED: _____ DATE: _____

FIELD OF STUDY: _____

NAME OF COLLEGE/UNIVERSITY: _____

CITY/STATE: _____ PROV/COUNTRY: _____

DEGREE EARNED: _____ DATE: _____

FIELD OF STUDY: _____

NAME OF COLLEGE/UNIVERSITY: _____

CITY/STATE: _____ PROV/COUNTRY: _____

DEGREE EARNED: _____ DATE: _____

FIELD OF STUDY: _____

Form II

2020 FP&A® Examination | page 3 of 4



FP&A®

Certified Corporate
**Financial Planning &
Analysis Professional**

Report of Additional Education and/or credentials Please print or type

APPLICANT NAME: _____
LAST / FAMILY FIRST MI

This section is to be completed **ONLY** by candidates who have a bachelors or global equivalent degree in a non-accounting, non-finance or non-business subject. Such candidates are required to report either three semester hours of college level course work or equivalent in finance and six semester hours of college level course work or equivalent in accounting OR a finance related credential (see approved credentials at www.FPACert.org/ApprovedCredentials).

Credential

NAME OF CREDENTIAL YEAR AWARDED

Additional Education

ACCOUNTING COURSE WORK

NAME OF COURSE SEMESTER HOURS

COLLEGE/UNIVERSITY DATE COMPLETED

ACCOUNTING COURSE WORK

NAME OF COURSE SEMESTER HOURS

COLLEGE/UNIVERSITY DATE COMPLETED

FINANCE COURSE WORK

NAME OF COURSE SEMESTER HOURS

COLLEGE/UNIVERSITY DATE COMPLETED

FINANCE COURSE WORK

NAME OF COURSE SEMESTER HOURS

COLLEGE/UNIVERSITY DATE COMPLETED

Two ways to submit the completed forms with payment to AFP :

1. Fax: +1 301.907.2864

2. Mail to:

If paying by credit card:

AFP

FP&A Program

4520 East-West Highway, Suite 800

Bethesda, MD 20814-3319 USA

If paying by check:

AFP

PO Box 64714

Baltimore, MD 21204

You will receive an email notification upon AFP's receipt of your completed forms and payment.

By signing and submitting this form, I accept the conditions set forth in the FP&A Exam Rules and Regulations (www.FPACert.org/RulesRegs). I understand that I am subject to all policies concerning cancellations, refunds, transfers, deferrals, administration of the test, reporting of test scores and the complete certification process and policies including the FP&A recertification process (www.AFPonline.org/RecertGuidelines).

I certify that I have read and will abide by the Association for Financial Professionals' Standards of Ethical Conduct (go to www.FPACert.org/Ethics or see page 35). I authorize the Association for Financial Professionals to make inquiries concerning my employment and/or educational history and understand that any false statements made on this application will constitute a violation for which my application may be cancelled or my certification may be revoked. I certify that the information contained in Forms I and II of this application is true, complete and correct to the best of my knowledge and is made in good faith.

SIGNATURE: _____ DATE: _____

Form II

2020 FP&A® Examination | page 4 of 4

Additional Work Experience
Use only if needed

**FP&A®**

Certified Corporate
**Financial Planning &
Analysis Professional**

APPLICANT NAME: _____
LAST / FAMILY FIRST MI

DATE RANGE	FROM (MM/YYYY)	TO (MM/YYYY)
POSITION TITLE		
DESCRIPTION OF DUTIES		
ORGANIZATION	NAME	CITY STATE/PROV
SUPERVISOR	NAME	POSITION TITLE
SUPERVISOR	PHONE NUMBER	EMAIL

For this position, indicate the percentage of time spent doing the following and whether you were performing or supervising/managing that function:

TASK	Budgeting	Forecasting	Financial modeling	Corporate financial planning	Financial analysis
TIME SPENT SUPERVISING					
TIME SPENT PERFORMING					

DATE RANGE	FROM (MM/YYYY)	TO (MM/YYYY)
POSITION TITLE		
DESCRIPTION OF DUTIES		
ORGANIZATION	NAME	CITY STATE/PROV
SUPERVISOR	NAME	POSITION TITLE
SUPERVISOR	PHONE NUMBER	EMAIL

For this position, indicate the percentage of time spent doing the following and whether you were performing or supervising/managing that function:

TASK	Budgeting	Forecasting	Financial modeling	Corporate financial planning	Financial analysis
TIME SPENT SUPERVISING					
TIME SPENT PERFORMING					

DATE RANGE	FROM (MM/YYYY)	TO (MM/YYYY)
POSITION TITLE		
DESCRIPTION OF DUTIES		
ORGANIZATION	NAME	CITY STATE/PROV
SUPERVISOR	NAME	POSITION TITLE
SUPERVISOR	PHONE NUMBER	EMAIL

For this position, indicate the percentage of time spent doing the following and whether you were performing or supervising/managing that function:

TASK	Budgeting	Forecasting	Financial modeling	Corporate financial planning	Financial analysis
TIME SPENT SUPERVISING					
TIME SPENT PERFORMING					



Part I Waiver Application

Submit your Part I waiver application to AFP via email at FPACert@afponline.org.

Candidates enrolled in the Certified Corporate FP&A Professional program may be exempt from taking and passing Exam Part I if they meet the below criteria.

- Currently hold one of the following credentials in active, good standing status:
 - Chartered Financial Analyst (CFA)
 - Certified Management Accountant (CMA)
 - Certified Public Accountant (USA) (CPA)
 - Certified Treasury Professional (CTP)

To apply for a Part I waiver, please complete this form and return it to AFP. AFP staff will verify the credential and follow up within 10 business days.

If your waiver application is denied, you will be required to take and pass Exam Part I in order to earn the FP&A credential.

If your waiver is approved, your Part I examination requirement will be met, and you will be exempt from taking and passing Exam Part I.

All other requirements must be met in order to earn the FP&A credential.

Waivers for Exam Part II are not available. All candidates are required to take and pass the Exam Part II in order to earn the credential.

If your waiver application is approved and you are currently registered to take Part I in an upcoming testing window, any examination appointment that you have made for Part I must be cancelled in accordance with the Pearson VUE cancellation policy. That policy requires you to contact Pearson VUE at least one business day (24 hours) prior to your scheduled appointment in order to complete the cancellation. Please be sure that you have received a cancellation confirmation by email once complete. For Pearson VUE contact information, please visit www.pearsonvue.com/afp. Failure to cancel a scheduled appointment will result in a \$100 no show penalty.

Please print or type

1. AFP ID #: _____ AFP MEMBER? ☐ YES ☐ NO

2. NAME: ☐ MR. ☐ MS. ☐ MRS. ☐ DR. _____
LAST FIRST MI

3. I HOLD THE FOLLOWING CREDENTIAL(S) IN ACTIVE, GOOD STANDING STATUS:

CREDENTIAL (CHECK BOX)	ID/LICENSE/CERTIFICATE NUMBER	EXPIRATION DATE
<input type="checkbox"/> CFA <input type="checkbox"/> CMA	_____	_____
<input type="checkbox"/> CPA <input type="checkbox"/> CTP	_____	_____

4. PLEASE ATTACH A COPY OR PHOTO OF YOUR CERTIFICATE, LICENSE CARD OR AWARD LETTER.

By signing and submitting this Part I Waiver Application, I accept the conditions set forth in the rules and regulations of the FP&A Examination (www.FPACert.org/rules). I understand that I am subject to all policies concerning cancellations, refunds, administration of the test, reporting of test scores, Part I exam waiver and the complete certification process and policies including the FP&A recertification process.

I certify that I have read and will abide by the Association for Financial Professionals' Standards of Ethical Conduct (www.AFPonline.org/ethics). Any false statements made on this application will constitute a violation for which my certification may be revoked. I certify that the information contained in this application is true, complete and correct to the best of my knowledge and is made in good faith.

SIGNATURE: _____ DATE: _____

ALL WAIVER APPLICATIONS MUST BE SIGNED BY CANDIDATE. THIRD-PARTY REQUESTS WILL NOT BE ACCEPTED.

Please direct all inquiries to the certification department at +1.301.907.2862 or by email to FPACert@AFPonline.org.

Standards of Ethical Conduct

Association for Financial Professionals® Standards of Ethical Conduct

The conduct of financial professionals has a direct effect on the reputation of the profession. A good reputation is earned on a continuing basis by performing one's business with competence, appropriate confidentiality, integrity, and by complying with applicable laws and regulations. Financial professionals have an obligation to their employers, co-workers, customers, shareholders, the profession and themselves to maintain the highest standards of conduct and to encourage their peers to do likewise.

Competence

- Continue to acquire an appropriate level of professional knowledge and skill in finance.
- Perform professional duties in good faith and in accordance with technical, legal and regulatory practices, as well as the letter and spirit of the law in the field of finance.
- Disclose fully all relevant information that could reasonably be expected to influence business dealings.
- Certified Corporate FP&A Professional® (FP&A), Certified Treasury Professional® (CTP) Certified Treasury Professional® with Mastery of Canadian Treasury Management (CTP(CD)) and the Certified Cash Manager® (CCM) designations may only be used if the certification is active.

Confidentiality

- Maintain confidential information acquired in the course of professional activities and disclose such information when legally obligated to do so.
- Refrain from using or appearing to use confidential information for unethical or illegal advantage either personally or through third parties.

Integrity

- Practice honesty and standards of professional care in all dealings without engaging in any activity that would prejudice the ability to carry out professional responsibilities competently and fairly. Avoid conflicts of interest or the appearance thereof.
- Refrain from abusing the financial systems and markets.

FP&A Professionals must agree to abide by this Standards of Ethical Conduct and are subject to revocation of their credential in the event of violation.

FP&A Certification Candidate Checklist

Follow These Steps for Success

- ☐ Complete your application and submit to AFP by mail or online:
 - ☐ General Enrollment Form
 - ☐ Report of Education and/or Credentials
 - ☐ Report of Experience
 - ☐ FP&A Exam Part I Waiver Application (if applicable)
- ☐ Receive eligibility confirmation from AFP
- ☐ Receive Authorization-to-Test (ATT) from AFP
- ☐ Contact Pearson VUE to schedule examination appointment at www.pearsonvue.com/AFP
- ☐ Order study materials and schedule regular study time on your calendar www.FPACert.org/preparation
- ☐ For group discounts on study materials, contact AFP Training at +1 301.961.8833 or jbarch@AFPonline.org or in the APAC region hksoriano@AFPonline.org.
- ☐ Join the FP&A exam preparation community on AFP Collaborate collaborate.AFPonline.org

Questions?

Email: FPACert@AFPonline.org

Call: +1.301.907.2862



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ASSOCIATION FOR
FINANCIAL
PROFESSIONALS

About AFP®

Headquartered outside of Washington, D.C. and located regionally in Singapore, the Association for Financial Professionals (AFP) is the professional society committed to advancing the success of treasury and finance members and their organizations. AFP established and administers the Certified Treasury Professional and Certified Corporate FP&A Professional credentials, which set standards of excellence in treasury and finance. Each year, AFP hosts the largest networking conference worldwide for more than 7,000 corporate financial professionals.

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