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**AFP<sup>CM</sup>, AWP<sup>CM</sup> and CFP<sup>®</sup>  
Certification Examination Registration Guidelines**

**1. Eligibility**

Candidate MUST be:

- a) A current FPAS individual member and;
- b) A course participant with a FPAS-registered Education Provider for each module taken for the 1<sup>st</sup> time.

The following is the approved Education Provider for programs leading to the certification of CERTIFIED FINANCIAL PLANNER<sup>™</sup> or CFP<sup>®</sup>, ASSOCIATE WEALTH PLANNER (AWP<sup>CM</sup>) and ASSOCIATE FINANCIAL PLANNER (AFP<sup>CM</sup>):

School	FP School of Finance (A Division of Financial Perspectives Pte Ltd)
Contact	38B Circular Road, FP House, Singapore 049394
Tel	(65) 6533 6121
Fax	(65) 6533 6802
Email	enquiries@fp-edu.com
Website	www.fp-edu.com
Course structure	Self-study, Classroom Based & Full Time

Upon receiving the candidate's examination registration form, FPAS shall check the validity of their FPAS Membership status. All payments and updating of Continuing Professional Development (CPD) hours, if applicable, must be made prior to **06<sup>th</sup> February 2012**, the official closing date for registration. The fees payable to FPAS are:

- a) Certification Examination registration fees:
  - S\$120.00 each for Module 1, 2, 3, 4 and 5; and
  - S\$250.00 for Module 6.
- b) FPAS annual membership fees:-
  - S\$120.00 for Student Members Renewal and S\$120 for new Student Members,
  - S\$120.00 for AFP<sup>CM</sup> & AWP<sup>CM</sup> members; and
  - S\$250.00 for CFP<sup>®</sup> members.

**Please note that payments to Education Providers exclude the above fees.**

**2. Rules of Progression**

- a) New entrants into the CFP<sup>®</sup> Certification Programme are allowed to attempt **at most three new modules**, where Module 1 is compulsory and any other, made up from Module 2 to Module 5, at the first examination sitting.
- b) Thereafter, candidates are allowed to attempt any or all Module 2, 3, 4 and 5 at **each examination sitting** if they have passed Module 1. Otherwise, they are only allowed to attempt at most two new modules per examination sitting, to be accompanied by Module 1.
- c) Module 6 can only be attempted on the successful completion of Module 1, 2, 3, 4 and 5.
- d) From January 2010, Module 6 will comprise of Case Study ONLY

**3. Logistics**

**3.1 Examination Duration and Format**

All examinations are conducted using the pencil-and-paper format. Examinations for Modules 1 to 5 are each three-hour paper, consisting of multiple-choice questions. Module 6 is a three-hour paper, held in essay-type format.

**3.2 Examination Dates and Fees**

Module	Description	Exam Dates	Fees
1	Foundations in Financial Planning	24 <sup>th</sup> March 2012, Saturday	S\$120
2	Risk Management and Insurance Planning	25 <sup>th</sup> March 2012, Sunday	S\$120
3	Tax Planning and Estate Planning	17 <sup>th</sup> March 2012, Saturday	S\$120
4	Investment Planning	18 <sup>th</sup> March 2012, Sunday	S\$120
5	Retirement Planning	11 <sup>th</sup> March 2012, Sunday	S\$120
6*	Financial Plan Construction and Professional Responsibilities (Case Study)	10 <sup>th</sup> March 2012, Saturday	S\$250

\* Please refer to the Rules of Progression (2d) for detailed information.

**3.3 Examination Registration Process**

Candidates may start registering for the **Mar/Apr 2012** Certification Examination with immediate effect. The official closing date for registration is **13<sup>th</sup> February 2012**.

Examination candidates must send the duly completed and signed Certification Examination Registration form, together with the examination registration fee(s) to FPAS **directly**.

For payment via cheque, please indicate your name, FPAS Membership no. and the examination module(s) applied on the reverse of the cheque. Please do not staple the cheque. All cheques are made payable to "FPAS" and send to 146 Robinson Road, #04-02, Singapore 068909.

**3.4 Registration confirmation**

Only completed Certification Examination Registration form would be processed. Proof of posting is not proof of receipt by FPAS. An acknowledgement of payment would be mailed upon processing of the Certification Examination Registration form. An 'entry slip' bearing the Index Number and details of the examination (example the date, time and examination venue) would be emailed to the candidates at least one week before the examination date. Candidate must print and bring the 'Entry Slip' to gain admission to the examination venue.

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Certification Examination Registration Guidelines (cont<sup>n</sup>)**

**3.5 Cancellation, Withdrawal and Deferment of Exam**

Cancellation and withdrawal are not allowed and no refund of fees will be made. Deferment cases may be considered on compassionate ground. However, medical certificates will not be recognized for request of deferment or fee refund. For deferment evaluation, examination candidates are required to submit their written request together with appropriate supporting documents and a cheque payment for \$52.50 being deferment administrative fee. Thereafter, no further deferments would be allowed (regardless of reasons) and the examination fee paid would be forfeited. **No deferment case would be entertained after 1 week of the respective Module examination date published.**

**3.6 Late Appearance**

Candidates will not be allowed to enter the examination venue 30 minutes after the commencement of the examination. All candidates are also not permitted to leave 30 minutes before the end of the examination paper.

**3.7 What to Bring to the Examination Venue**

You must bring the following items to the exam venue:

- Entry Slip
- NRIC or Passport
- 2B Pencil (Modules 1 to 6) or black/ blue pen (Module 6 ONLY)
- A calculator of a model approved by FPAS.

**Please visit FPAS' website: [www.fpas.org.sg](http://www.fpas.org.sg) for the list of approved calculator models. Please note that use of calculators are restricted to the following list of approved calculator models ONLY:**

(1) Casio FC 120	(2) Hewlett Packard hp 12c platinum
(3) Casio FC 120V	(4) Hewlett Packard hp 17b2+
(5) Casio FC 200	(6) Texas Instrument BA2+
(7) Hewlett Packard hp 10b	(8) Sharp EL735
(9) Hewlett Packard hp 10b2	(10) Sharp EL733A
(11) Hewlett Packard hp 12c	(12) Sharp EL738

It is your responsibility to ascertain whether your calculator is on the FPAS-approved list. The bringing of a non-approved calculator to the examination venue is strictly disallowed and may result in disqualification and other disciplinary action.

**3.8 Misconduct**

You are required to: (i) comply with these guidelines, including para. 3.7 above, in all respects; and (ii) conduct yourself in an ethical manner before, during and after the examination. Failure to comply with these guidelines and allegations of misconduct will be investigated by FPAS and disciplinary action will be taken, including but not limited to disqualification, suspension and barring you from future examinations. Other than those items listed on your "Entry Slip", candidates found in possession of unauthorized materials are in breach of the examination regulations and their conduct will be reported. Copying of examination questions is strictly prohibited.

**4. Scoring**

Answers to the exam questions must be recorded on the answer sheet. No credit is given for answers noted in the examination booklet. Select one answer for each question. Multiple responses to a single question will be scored as incorrect. Score would be based on the number of correctly answered questions.

**4.1 Examination Results**

Within six weeks after the last examination date, examination results would be mailed to the examination candidates. As soon as the results are finalized, the results would be uploaded to FPAS' website at [www.fpas.org.sg](http://www.fpas.org.sg). An email will be sent to all candidates notifying the posting of the examination results.

FPAS will not disclose examination results via telephone, by fax or email. All examination materials are property of FPAS and will not be returned to examination candidate.

**4.2 Pass Score**

The AFP<sup>CM</sup>, AWP<sup>CM</sup> and CFP<sup>®</sup> Certification Examination is a pass or fail examination. No further credits will be awarded.

**5. Re-Examination Procedures**

If the examination candidate failed in the AFP<sup>CM</sup>, AWP<sup>CM</sup> and CFP<sup>®</sup> Certification Examination and elect to retest, the examination candidate is required to retake the respective examination module. There is no limit on the number of times the candidate may retake the examination. The candidate is required to pay the current applicable examination fees for each retake. However, candidates doing the CFP<sup>®</sup> Certification Program are reminded that they are entitled to a maximum of 7 years to complete the program. Please refer to FPAS' website at [www.fpas.org.sg](http://www.fpas.org.sg) for more information.

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**6. Review and Appeals**

For security reasons, examination materials are not available for review before or after the examination date. FPAS will not discuss specific examination questions. You may submit your comments about the examination questions in writing to the Certification Board through [examination@fpas.org.sg](mailto:examination@fpas.org.sg). **The Certification Board will review comments relating to the examination but will not make written responses to the comments.**

If the examination candidate viewed that their answer sheet was scored incorrectly, the examination candidate may forward their request for a re-grading in writing to FPAS. **With your request, please include Name, NRIC Number, Examination Date together with a processing fee of \$50.00 (Module 1 to 5) or \$115.00 for Module 6, and state the reason for requesting the re-grading.**

The request must be made within 10 calendar days of the postmark date of your result slip. Request made after 10 calendar days will not be entertained.

FPAS reserves the right to make any changes to the examinations due to unforeseen circumstances or when FPAS considers it desirable and appropriate. FPAS' decision is final.

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