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Initial CFP® Certification Requirements

Upon the successful completion of the CFP® education program and examinations, each candidate will receive copies of:

1. Application for Initial CFP® Certification;
2. Declaration and Certification Agreement; and
3. Career Profile Form

Upon receipt of both of the above forms (duly completed and signed) together with the payment for the CFP® certification fees, FPAS shall process and notify each candidate on the effective date of the certification granted, if approved. The CFP® certification license is renewable at \$230 per annum. The CFP® Practitioner Manual is available online in FPAS website.

Approval of each CFP® certification is based on the successful fulfillment of the four E's as indicated below:

1. Education
2. Examination
3. Experience
4. Ethics

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How to Use This Manual

The CFP® Practitioner Manual is organised into the following sections:

1. **Marks Use** – guide to use of FPAS' logo, and the CFP® marks (see note in Introduction section below).
2. **Renewal Requirements** – requirements for renewing and maintaining the certification to use the CFP® marks and the consequences of not meeting those requirements.
3. **Continuing Professional Development (CPD)** – continuing education requirements.
4. **Ethics and Discipline** – the FPAS' *Professional Standards and Code of Ethics* (the Code), its *Disciplinary Regulations*, and suggested disclosure forms for FPAS members' use in complying with the Code's disclosure requirements. This section also includes lists of individuals who have outstanding public discipline.
5. **General Information** – history of the FPAS; mission statement and objectives; organizational structure, staff, office hours and holiday schedule; release of member information.

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Other FPAS Publications

FPAS offers various publications explaining its requirements and accomplishments for CFP[®], AWP^{CM} or AFP^{CM} practitioners. These publications are available on the FPAS website:

- *General Information Brochure*
- *AFP^{CM}/AWP^{CM}/CFP[®] Practitioner Manual*
- *Professional Standards and Code of Ethics*
- *FPAS Updates*
- *FPAS The Practice Magazine*
- *FPAS Constitution*

In addition, on an ongoing basis, FPAS will be publishing a number of consumer brochures and pamphlets. The brochures can be provided to members at a nominal fee depending on quantities requested. To order, please call our office.

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