

Continuing Education Exemption Request Form

Scan and email the completed form with supporting documentation to FP Canada's Certificant & Student Services team at info@fpcanada.ca.

PART A | Contact Information

FP Canada ID Number			
First Name	Middle Name	Last Name	
Address			Suite
City	Province	Postal Code	Country
Phone ()	Ext.	Email	

PART B | CE Exemption Request Details

I am requesting an exemption from the Continuing Education (CE) requirements for the calendar year:

This application must be accompanied by sufficient supporting documentation. Please indicate the reason for your CE exemption request by selecting one of the following options:

<input type="checkbox"/> Long Term Disability:	Start Date (mm/dd/yy)	End Date
<input type="checkbox"/> Parental Leave:	Start Date	End Date
<input type="checkbox"/> Medical / Sick Leave:	Start Date	End Date
<input type="checkbox"/> Other Extenuating Circumstances (please attach explanatory details)		

PART C | CE Credits Completed

Select one the following:

- I did not complete any CE credits during the specified year.
- I partially met my continuing education requirement during the specified year and would like to request an exemption for the shortfall.

If you partially met your continuing education requirements, please indicate the number of credits completed during the specified year:

Credits Completed:

PART D | Supporting Documentation

Indicate the supporting documentation that you are enclosing with this form:

- Doctor's / Medical Note
- Baby's Birth Certificate / Adoption Papers (copy)
- Explanatory Letter
- CE Supporting Documentation
- Other:

For any partial CE credits completed during the specified year, submit your CE supporting documentation along with this request form.

PART E | Terms and Conditions

I understand and agree to abide by the following terms and conditions:

- FP Canada shall review CE exemption requests on a case-by-case basis and retains the right to approve or deny such requests, at its sole discretion.
- All CE exemption requests must be applied for on an annual basis.
- If a CE exemption is granted, it is only for the calendar year requested.
- I have read the CE exemption policy outlined in the [QAFP Certification Policies](#) and [CFP Certification Policies](#).
- All information contained in this form as well as in the accompanying supporting documentation is true, to the best of my knowledge and ability.

Any contravention of the above-noted terms will result in the immediate revocation of any Continuing Education exemption granted by FP Canada and may result in disciplinary action being taken by FP Canada.

Signature

Date