



FP CanadaTM

*Advancing Professional
Financial Planning*

GUIDE TO THE CFP[®] EXAMINATION

Effective for the
November 2020 CFP Examination

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INTRODUCTION

As a candidate for the CFP® examination, you are taking your career to the next level as you pursue excellence as a financial planning professional.

This *FP Canada Guide to the CFP Examination* (Guide) contains important information you need to know as you prepare to write the CFP examination including what you should expect before, during and after the examination. This Guide includes policies that have been developed to provide fair and consistent treatment of all candidates.

Policies & Procedures

The policies and procedures in this Guide apply to the CFP examination taking place between November 24 – 26, 2020 and replaces all earlier Guides. FP Canada reserves the right to amend the policies outlined in this Guide at any time. Please check the [FP Canada website](#) for the most current Guide and any addenda to this Guide.

By registering for and writing the CFP examination, you will be deemed to have accepted these policies and procedures.

Please note that effective January 1, 2020, new examination requirements for both QAFP™ certification and CFP certification came into effect. [Learn more about the new paths to certification and new education and certification requirements.](#)

We're Here to Help

If you have any questions about the CFP examination, or your responsibilities or rights as a candidate, please contact FP Canada Certificant and Student Services at info@fpcanada.ca, 416.593.8587 or 1.800.305.9886. Certificant and Student Services is available from Monday to Friday, 9:00 a.m. to 5:00 p.m. ET.

Important Dates

CFP Examination Administration Dates: November 24 – 26, 2020

Date	Event
March 27	Examination registration opens
September 16	Examination Preparation Webinar
September 29	Early bird registration closes
	Last day to request an alternate examination location, French examination or testing accommodation
October 27	Examination registration closes
	Last day to request a refund, postponement or change of examination location
November 4	Last day to meet exam eligibility requirements, including: <ul style="list-style-type: none"> • providing evidence of success completion of Introduction to Professional Ethics (IPE) • providing core-curriculum and advanced curriculum educational transcripts • successful completion of FP Institute CFP Professional Education Program
November 24 – 26	CFP examination administration across Canada
To be determined	Results released for the CFP examination

Paths to CFP Certification

The requirements on the path to certification ensure that all individuals who are certified by FP Canada demonstrate the necessary requirements in education, examination, experience and ethics for the vital services they provide to Canadians. [Learn more about the guidelines for certification.](#)

Direct Path to CFP Certification



* CFP professionals are exempt from CE requirements in all categories in the year they pass the CFP exam and the following two calendar years in recognition of completion of the CFP Professional Education Program.

[Step 1: Complete an FP Canada-Approved Core Curriculum Program.](#)

[Step 2: Complete the FP Canada Institute™ Introduction to Professional Ethics \(IPE\).](#)

[Step 3: Complete an FP-Canada Approved Advanced Curriculum Program.](#)

[Step 4: Complete the FP Canada Institute CFP Professional Education Program.](#)

[Step 5: Write the CFP Examination.](#)

[Step 6: Complete three years of relevant work experience.](#)

[Step 7: Apply for CFP Certification.](#)

Alternate Paths to CFP Certification

FP Canada offers alternate paths to CFP certification for candidates with the following qualifying credentials: Relevant Processional Qualifications, Pl. Fin designation, and Foreign CFP professionals from an FPSB member organization. To apply for an exemption based on your qualifying credentials, you will need to submit a letter from your governing body that confirms your qualifications and good standing, through your FP Canada Portal no later than one month before the exam.

Relevant Professional Qualifications

If you hold a relevant professional qualification in good standing in Canada, you may be eligible for exemption from FP Canada-Approved Core Curriculum and Advanced Curriculum programs and the FP Canada Institute Introduction to Professional Ethics, and may proceed directly to the FP Canada Institute CFP Professional Education Program. Relevant professional qualifications include:

- CPA
- CFA
- FCIA
- LL.B./J.D.

Pl. Fin

If you are a licensed financial planner in the province of Québec, as recognized by the *Autorité des marchés financiers* (AMF), you may be eligible for exemption from all education requirements and may proceed directly to the CFP examination.

Foreign CFP Professionals

If you hold a CFP credential from an FPSB member organization, you may be eligible for exemption from all education requirements and may proceed directly to the CFP examination. Following CFP certification, you must successfully complete the FP Canada Institute CFP Professional Education Program within one-year to maintain the certification.

[Learn more about Alternate Paths to Certification.](#)

Do You Qualify for Any Education Exemptions?

Candidates who hold certain designations and licenses in good standing may apply for education exemptions from components of FP Canada’s Core Curriculum and Advanced Curriculum requirements.

The following table provides education exemptions based on a review of the learning objectives and knowledge expectations for the licenses and designations outlined relative to the FP Canada Standards Council Competency Profile and Financial Planning Body of Knowledge.

	Exemption Granted ¹		
	Core Curriculum	Advanced Curriculum	Education Exemption Fee ²
Securities License (IIROC)	Investment Planning	None	\$75
Mutual Funds License (MFDA)	Investment Planning	None	
CIM®	Investment Planning	None	
Provincial Insurance License	Insurance & Risk Management	None	
RRC®	Retirement Planning	Retirement Planning	
	Estate Planning	Estate Planning	
PFP®	Partial Curriculum ³	Partial Curriculum ⁴	\$275
CLU®	Entire Curriculum	Entire Curriculum	

1. Subject to change based on changes to the education requirements leading to licensure and designations or changes made to FP Canada certification and education requirements.
2. Candidates may apply for an education exemption directly within the FP Canada Institute Professional Education Program Application or the QAFP Examination Application.
3. Holders of the PFP in good standing are exempt from Core Curriculum education requirements if they have successfully completed the CSI Supplement to QAFP Certification. [See CSI’s Certified Financial Planner/CFP Certification page for more details.](#)
4. Holders of the PFP in good standing are exempt from Advanced Curriculum education requirements if they have successfully completed the CSI Supplement to QAFP Certification and the CSI supplement to CFP certification. [See CSI’s Certified Financial Planner/CFP Certification page for more details.](#)

Candidates requesting an exemption must complete an [FP Canada Exemption Application Form](#), pay a non-refundable exemption fee and provide evidence of their professional qualifications by way of a letter from the conferring institution/organization confirming that the candidate is in good standing. Once an exemption has been granted candidates that have been previously approved for an exemption will only be required to provide evidence of the currency of their professional qualifications prior to each additional examination sitting; no additional exemption fee will be charged.

[Learn more about the Paths to CFP Certification.](#)

EXAMINATION REGISTRATION

Registering for the Examination

(Deadline for early bird registration rate: September 29, 2020. Final registration deadline: October 27, 2020.)

Register for an examination by creating an account and logging in to your [FP Canada Portal](#).

Education Requirements

Complete Introduction to Professional Ethics (IPE)

(Deadline to complete IPE: November 4.)

To be eligible to write the CFP examination, you will need to successfully complete the FP Canada Institute™ Introduction Professional Ethics (IPE) course. You are not required to separately submit evidence of that completion but will be required to complete the course by November 4 — see [‘Important Dates’](#).

Submitting Educational Transcripts

(Deadline to submit transcripts: November 4.)

For the CFP examination, you’ll need an official transcript indicating your successful completion of the core and advanced educational requirements. You may register for an examination prior to completing all of the educational requirements, but you must upload a transcript of completion to your FP Canada Portal November 4 — see [‘Important Dates’](#).

If you haven’t submitted proof of eligibility by the deadline, you will be automatically de-registered. You may then re-register for a future examination when you’re able to provide a transcript. Alternatively, you may postpone your registration to the next scheduled sitting of the examination by submitting the postponement request in advance of the transcript deadline. Requests for postponement must be accompanied by a fee of \$150 and must be received by the last day of examination registration (see [‘Important Dates’](#)).

Examination Preferences

As a candidate you have two options for the administration of the CFP examination: writing the exam at an in-person testing centre, or via online proctoring with your own computer from home or another private location. You will be asked to select an in-person test centre or online proctoring as your examination location as part of the registration process for the CFP examination.

Selecting Examination Location – Online Proctoring

(Deadline to request your examination location: October 27, 2020.)

Online proctoring provides candidates with the opportunity to write the exam from home or another private location using their own computer, webcam, microphone and internet connection. The examination is written in a secure environment on downloaded software – the same examination software that is used at in-person test centres. Before selecting online proctoring as an option, consider if your computer system meets the technology and system requirements necessary for participation in online proctoring. Note that there are **no exceptions** for these requirements. You can test your equipment [here](#).

TYPE	MINIMUM	RECOMMENDED
Web Camera	640 x 480 resolution	1280 x 720 resolution
PC Users	Windows Vista	Windows 10 (10 S mode is not supported)
Mac Users	OS X 10.5 or higher	OS X 10.13 High Sierra
Internet Download Speed	.768 Mbps	1.5 Mbps
Internet Upload Speed	.384 Mbps	5 Mbps
RAM	1024 MB	2 GB
Ports	1935, 843, 80, 443, 61613, UDP/TCP	1935, 843, 80, 443, 61613, UDP/TCP

Additional Requirements – Online Proctoring

- **A functioning microphone** (most computers and some web cameras have them built-in)
- **A compatible browser:** Google Chrome (preferred) or Mozilla Firefox. Ensure that you have the latest version of Chrome or Firefox to run testing, and for exam day:
 - [Download Chrome](#)
 - [Download Firefox](#)
- **A six-foot (minimum) extension cord:** to allow flexibility in the placement of the computer and camera if the proctor determines that these items must be moved
- **Monitor:** the online proctoring systems supports the use of one monitor only. If you are using a laptop computer, no secondary monitors can be connected.
- **Operating Systems:** ensure that your computer's [operating system](#) is compatible with the exam day requirements.

If you select online proctoring as your examination location choice, you will be sent an email from testingsupport@getyardstick.com after registration requesting that you create a separate account, using your FP Canada ID. You will use this account on examination day to access your examination. This email will also provide instructions on how to book your exam time; you can adjust your examination time until **October 27, 2020 by 11:59 p.m. ET** by logging back onto the Yardstick platform. If you wish to change your selection from online proctoring to an in-person test centre during the registration period, please contact FP Canada Certificant and Student Services at info@fpcanada.ca, 416.593.8587 or 1.800.305.9886. Certificant and Student Service is available from Monday to Friday, 9:00 a.m. to 5:00 p.m. ET.

Selecting Examination Location – In-person Test Centre

(Deadline to request your examination location: October 27, 2020.)

If you've selected an in-person examination, you'll be asked to select your first and second choice of examination location on the examination application. We strive to accommodate your first examination location selection, however, if seats are no longer available due to capacity limitations, your second location choice will be assigned. In the rare event that your first and second choice locations are full, an alternate examination location will be proposed to you.

Below is a list of standard locations for FP Canada's certification exams. Note that some locations may not be available due to COVID-19 restrictions; a list of currently available locations is available in the exam application and at the FP Canada website.

Province	City
Alberta	Calgary
	Edmonton
	Lethbridge
	Lloydminster
British Columbia	Burnaby
	Kamloops
	Kelowna
	Prince George
	Richmond
	Surrey
	Vancouver
	Victoria
Manitoba	Winnipeg
New Brunswick	Fredericton
	Moncton
	Saint John
Newfoundland and Labrador	Corner Brook
	St. John's
Nova Scotia	Halifax
Northwest Territories	Yellowknife
Ontario	Barrie
	Brantford
	Hamilton
	Kingston
	Kitchener-Waterloo
	London
	Mississauga
	North Bay
	Oshawa
	Ottawa
	Peterborough
	Sudbury
	Thunder Bay
	Toronto – Downtown, Etobicoke, North York and Scarborough
Windsor	
Prince Edward Island	Charlottetown
Quebec	Montreal
Saskatchewan	Regina
	Saskatoon
Yukon	Whitehorse

Candidates who register for an in-person test centre can change their exam location or administration format during the registration period (until October 27, 2020) by accessing the Exam Change Application through the [FP Canada portal](#).

Alternative Examination Locations – In-person Test Centre

(Deadline to request an alternate location: September 29, 2020.)

If the cities listed above are not convenient for you, you may request an alternate examination location within Canada on your examination application form or by contacting FP Canada Certificant and Student Services. Please note that you'll be subject to additional fees beyond the examination fee, to cover extraneous costs associated with the alternate location.

While we will attempt to accommodate alternate location requests, we cannot guarantee that such arrangements can be made in all circumstances. If FP Canada cannot accommodate your request, additional fees paid will be refunded. FP Canada does not administer the CFP examination outside of Canada.

Requesting a Testing Accommodation

(Deadline to request accommodation for disability or other unique need: September 29, 2020.)

If you have a disability or other unique need that may affect your ability to write an examination under standard conditions (at in-person test centres or via online proctoring), FP Canada will strive to provide reasonable accommodations while maintaining the integrity of the examination and ensuring fairness to all candidates.

Food, drinks and medications required during the examination are considered testing accommodations for both in-person and online proctored exams unless otherwise noted. Permission to have these items in the candidate writing area must first be granted by FP Canada through this request and approval process. Special seating arrangements are also considered a testing accommodation.

Request Process

To be considered for testing accommodation, please [complete and submit the testing accommodation request form](#). Include all of the following information in detail:

- Nature of your disability or unique need;
- Specific accommodation requested;
- Details on how this diagnosis affects your ability to take the examination under standard conditions;
- Specific details of the accommodations requested; and,
- Details of any accommodations previously received supporting the current diagnosis.

Your submission must also include recent (within five years) documentation from the appropriate health practitioner including: a description of your medical or health issue, results of any relevant physical, psychoeducational and/or neuropsychological assessments, a clear diagnosis, details on how this diagnosis affects your ability to take the exam under standard conditions and specific details of the accommodations requested.

All requests are reviewed, and accommodations granted on a case-by-case basis; submission of a request does not guarantee that accommodations will be granted. Requests received without the appropriate detail or information will be returned. Reviews may take up to 30 days to complete and we cannot guarantee that requests will be assessed if received less than two months prior to the examination date.

If you require adapted access to an in-person testing location, please contact us so we can ensure the facility has all the proper measures in place to facilitate access. We may request your authorization to deal directly with the appropriate physician or health care provider regarding your disability or special need.

When accommodations are determined you will be sent a letter outlining the accommodations FP Canada is able to grant for review and agreement.

Language Preference

(Deadline to request a French examination: September 29, 2020.)

The CFP examination is available in English and French (on request). You'll be asked to select your preferred language on the examination application.

Changing Contact Information

If your name changes after you've registered for the examination, you must supply supporting documentation to us confirming the legal name change prior to examination day so that our records align with the identification that you will be required to provide on examination day. It's also your responsibility to notify us of any changes to your contact information, including address, telephone numbers and email addresses. Failure to notify us of changes may delay or prevent the release of information regarding the examination or results.

Requesting to Withdraw or Postpone

(Deadline to request a withdrawal/postponement: October 27, 2020.)

If you are unable to write an examination after registering, you may postpone your registration to the next scheduled sitting of the examination for \$150 up to one month prior to the examination. Candidates can postpone an examination only once per registration and only to the next scheduled sitting of the examination.

If you wish to withdraw your application and request a refund, you may do so within the following timelines:

Date of Withdrawal Request	Refund
Prior to early-bird deadline (September 29, 2020)	100% refund
Prior to registration cut-off (October 27, 2020)	50% refund
After registration cut-off (after October 27, 2020)	No refund

In either case, you must request a form and submit it to FP Canada no later than one month prior to the examination. Contact our Certificant and Student Services Team at info@fpcanada.ca if you are considering withdrawing from or postponing your examination sitting.

Policy Exception Requests

FP Canada establishes and administers standards for financial planning professionals for the benefit of the public. FP Canada has established [CFP Certification Policies](#) and applies those policies and requirements in a consistent manner.

FP Canada reviews only those policy exception requests that are submitted with a [Policy Exception Request Form](#).

Once you have completed the form and assembled all materials you wish to have considered with your policy exception request, email or fax your request to FP Canada at info@fpcanada.ca or 416.593.7412. Please allow 30 business days for a response to your request.

Fees

The following fees are currently in effect.

	CFP Examination
Examination Registration – Early Bird <i>(discounted rate ends two months before examination sitting)</i>	\$750
Examination Registration <i>(registration closes one month before examination sitting)</i>	\$850
Practice Examination <i>(if purchased at time of examination registration)</i>	\$175
Practice Examination <i>(if purchased following examination registration)</i>	\$199
Exemption Fee <i>(for candidates who qualify for exemptions along the route to CFP certification)</i>	\$275
Alternate Location Fee (within Canada)	\$350*
Postponement Fee <i>(last day to request a postponement is October 27)</i>	\$150

* While we attempt to accommodate alternate location requests, we can't guarantee that such arrangements can be made in all circumstances. If FP Canada can't accommodate your request, your additional fees will be refunded.

Please note that applicable taxes will be added to all fees: 5% GST in AB, BC, MB, NT, NU, QC, SK, YT; 13% HST in ON; 15% HST in NB, NL, NS, PE

For a full list of fees, please visit [FP Canada's Fee Schedule](#).

FP Canada retains the right to prohibit any individual from writing an examination, at its sole discretion.

PREPARING FOR THE EXAMINATION

The CFP examination is a six-hour competency-based examination consisting of a combination of constructed-response questions (70%-80%) and multiple-choice questions (20%-30%). The exam is administered in three two-hour sections, with a 30-minute break between sessions at in-person exam centres and a 15-minute break between sections in online proctoring. Constructed-response questions will range from short-answer type questions to longer, extended-response type questions.

The test specifications are published in the [FP Canada Blueprint: CFP Examination](#). Each question on the CFP exam focuses on specific elements of the FP Canada Standards Council Competency Profile and may also require integration across several financial planning areas to address the needs of clients with relatively less complex financial planning situations.

Questions for the examination are created by practicing FP Canada certificants from across Canada and subject to rigorous review for appropriateness, currency and accuracy by our volunteer Exam Panel. The CFP Exam Panel is comprised of FP Canada certificants and is responsible for approving the final examination and setting the examination pass mark.

We have a variety of tools available to help ensure you're ready to write your examination.

FP Canada Standards Council Competency Profile and Graphic Overview

Review the [FP Canada Standards Council Competency Profile](#) and [FP Canada Standards Council Competency Profile Graphic Overview](#). The *Competency Profile* outlines the competencies that are being assessed in the examination, in other words, the application of your learned technical knowledge to a client situation. Cross-reference the *Competency Profile* with your educational and study materials to identify gaps and/or weaknesses in your knowledge and in your ability to demonstrate competence by effectively applying that knowledge, then, research and study to fill in those gaps.

Each question on the examination assesses one or more of the competency statements detailed in the Competency Profile and may also require integration across several financial planning areas. The Competency Profile also includes a listing of Professional Skills required for competent performance. Those Professional Skills are skills that speak to acting as a professional with clients and others. The Professional Skills are subject to assessment on the CFP examination comprising 12% of the examination; competencies from the area of Professional Skills are assigned as a secondary competency on questions.

Examination Blueprint

Review the [FP Canada Blueprint: CFP Examination](#), which details the financial planning functions, financial planning areas, and levels of complexity that will be covered on the examination and their overall weightings. Use it as a guide to focus your studies when preparing for the examination.

Practice Examination

The [FP Canada Practice Examination for the CFP Examination](#) is a study tool available for purchase that lets you experience how the examination looks and feels while you get feedback on your performance. The self-scoring offers insight into the scoring approach and can give you an understanding of how questions are assessed and marked by FP Canada Standard Council's scoring team. Use the tool's diagnostic report early in your preparation to identify areas where you may need to focus additional study. The diagnostic report also includes detailed rationales explaining why each answer option is right or wrong. Candidates who prepared with FP Canada Practice Exams in the past said they were more familiar with the examination software, felt the diagnostic report provided useful feedback on their performance and felt better prepared to write the examination.

Sample Examination Questions

Access more than 50 multiple-choice questions and answers, as well as eight constructed-response cases and answers, through the Resources tab on your [FP Canada Portal](#). Each question not only includes the correct response, but also an explanation as to *why* it's the right answer.

Examination Preparation Webinar

Facilitated by our Examinations Department, this exclusive [examination preparation webinar](#) will help you learn what you can expect during the examination, the resources that FP Canada can offer to help you prepare and the essential tips you need for success.

Examination Software Tutorial

Use the [examination software tutorial](#) to become more familiar with the software that will be used on examination day.

Frequently Asked Questions

Read the most [frequently asked questions](#) about the examination.

Study Tips for the CFP Examination

Purchase and Start Using the Practice Examination Early

You'll get the most benefit from the Practice Examination if you use it well in advance of the examination and throughout your preparation process.

Remember That the Examination Is Competency-Based

Questions on the CFP examination are competency-based, not knowledge-based—they don't test your technical knowledge, but rather the *application* of that knowledge. You'll be asked to:

- Apply your knowledge to determine the needs of the client in each scenario
- Know the options and find the best solution for the client
- Consider the potential impact(s) of your recommendation

Understand How the Questions Are Structured

The CFP examination is made up of a combination of multiple-choice and constructed-response questions. For multiple-choice questions, you'll be asked to select the *most appropriate* answer. Each question is worth one point toward the total examination mark. Constructed-response questions will range from short-answer type questions to longer, extended-response type questions. Marks on constructed-response questions vary and are indicated for each question within the examination software. Marks are not deducted for incorrect responses. As you go through the examination, keep these tips in mind:

- **Read the question carefully:** All the information you need will be contained in the question.
- **Consider the scenario:** When a question is a follow-up to a scenario that's been presented, your answer must take the scenario into account.
- **Use only the information given:** Keep in mind the client's stated goals or objectives, without including additional information. Often, the incorrect options are plausible and could apply in a different situation but aren't the most appropriate solution for the scenario presented.

Make Your Answers Client-Specific

- **Be specific:** For constructed-response questions, answers must not be general in nature, but rather specific to each client's situation. You should be able to demonstrate why and how your recommended strategy is appropriate for this client.
- **Focus on client needs, not product features:** For example, when assessing suitable risk management solutions for a client, you should be able to demonstrate how an insurance option is appropriate for a client's needs. Listing the features of an insurance policy without connecting it to the client's needs will be insufficient.
- **Support your recommendation:** If you're asked to make a specific client recommendation and support it, you won't earn marks for giving both the potential advantages and disadvantages of an option.

EXAMINATION DAY

The CFP examination is administered via computer at either an in-person testing centre across Canada, or via online proctoring with a candidate's own computer from home or another private location. Candidates choose their exam delivery method as part of the registration process for the CFP examination.

Candidates have six hours to complete the CFP examination and the examination is offered in three two-hour sessions with 30-minute breaks between sessions at in-person test centres and 15-minute breaks between sessions with online proctoring between the two sessions.

Timing

In-person Test Centres

The writing of Part 1 of the of CFP examination will begin at 9:00 a.m., Part 2 will begin at 11:30 a.m. and Part 3 will begin at 2:00 p.m.

You must report to the examination centre by 8:15 a.m. for Part 1 of the examination and be registered and seated to hear instructions by 8:45 a.m. You must be re-seated at 11:25 a.m. for Part 2 of the examination and you must be re-seated by 1:55 p.m. for Part 3 of the examination. Seating is pre-assigned.

If you are not seated by 8:45 a.m. for Part 1, by 11:25 a.m. for Part 2, and by 1:55 p.m. for Part 3 you will not be admitted to the examination room until after instructions have been read and may therefore lose part of the allotted time for the examination.

Candidates will be responsible for locating and purchasing food during the two 30-minute breaks, and are encouraged to bring their own food or snacks for the breaks.

Candidates that arrive later than **15 minutes** after the scheduled start time may not be admitted to the examination.

Online Proctoring

Candidates will select their own exam start time through the Yardstick/Measure platform after receiving notification from testingsupport@getyardstick.com to select the exam time. Exam start times are assigned in 10-minute increments. Candidates are encouraged to select a start time between 6:00 a.m. and 4:00 p.m. ET.

The first 15 minutes of the booked time will for the onboarding process with an onboarding associate from ProctorU. Candidates should begin the log-in process at least ten minutes prior to the scheduled start time. Note that there may be a wait-time for an onboarding associate. During busy times, the wait-time to connect to an onboarding associate may be extended to 20 to 30 minutes. Candidates should stay connected should a delay occur – any onboarding delay will **not** impact the time allocated for exam writing. Candidates who fail to log on in the first 30 minutes of their appointment time will be deemed as a 'No Show' candidate and will not be permitted to write the examination.

There will be a 15-minute break after the first and second two-hour sections of the exam, when candidates are permitted to go the restroom or have a snack. Candidates will not be permitted to return to the first section of the exam after the break and must remain connected to the online proctor.

Online Proctoring – Preparing Your Computer for Online Proctoring

In anticipation of exam day, candidates must ensure that their computer meets the system requirements, noted above, prior to exam day. Ensure your computer station is prepared 30 minutes prior to the scheduled connection time to reduce potential connection issues. It is **MANDATORY** that all candidates test their exam day computer PRIOR to the examination date, and is the candidate's responsibility to do so using the equipment and internet connection to be used on exam day, to ensure all requirements are met and should complete this at exam registration, prior to the close of registration and in the week before the exam. **If a candidate is unable to access their examination due to a failure to complete the computer readiness check prior to the exam, they will be deemed a 'No Show' for the exam.**

- Test your computer's capability in advance by conducting a check on the computer you will be using on exam day. You can check your system with a check at the ProctorU [website](#).
- Download the ProctorU extension for either Chrome or Firefox.
- You will be required to install a personalized plug-in program upon connection to a proctor on exam day, but that download is not available in advance. Confirm that you can install programs on the computer you intend to use on exam day to write the exam on by testing your connection above.
- Before connecting to a live proctor, ensure that your browser's pop-up blocker is disabled by following this help link: [Disable pop-ups in your Browsers](#)
- A hardwired connection is preferred, a wireless connection can be used, but can sometimes be unstable with an increased risk of disconnection during the exam. If you choose to use wireless, we recommend a speed of at least 5Mbps. You may want to test your internet speed before the module. You can do so by using one of the following tests:

<http://speedtest.googlefiber.net/>

<http://beta.speedtest.net/>

<https://fast.com>

- You will need a web camera available that you can use to pan the examination room/environment at the proctor's request (you will have to move this around).
- You are only allowed to have one (1) monitor running during the exam. If you have regularly use more than one monitor, disconnect the other monitor and ensure it is turned around so that the screen is not facing you upon connection to the proctor.

If you are having trouble setting up your station, confirming preparedness, or connecting to the proctor, contact ProctorU directly using the below methods:

ProctorU - Assessment Support

Phone: 1-855-772-8678, Option 1

Submit Online Ticket: <https://support.proctoru.com/hc/en-us/requests/new>

Click on "*Having Trouble with an Exam*" and then "*I am a test-taker*".

You will see options at the bottom of the screen

Live Chat: [here](#)

Hours of Operation: 24/7

If you are calling on exam day, we recommend you call or use the live chat for faster response time.

Online Proctoring – Preparing Your Testing Area

Candidates who engage in online proctoring are required to ensure that the testing environment is and will remain comfortable, quiet, and free of distractions during the scheduled examination. To do this, the following is required and will be confirmed by the proctor:

- An indoor and private location
- A desktop or laptop computer with monitor, webcam and microphone that fulfill the technical requirements, plugged in for the duration of the exam
- An extension cord of at least six-feet in length to allow flexibility in the placement of the computer and camera if the proctor determines that these items must be moved
- A cleared desk or tabletop
- Cleared areas beneath the desk and chair
- Cleared walls immediately behind and in front of where the candidate will be seated
- Adequate lighting and comfortable room temperature for the candidate

Candidates should also prepare so that during the administration of the CFP examination:

- Other household members are aware of the examination date and time and will remain quiet during the examination and not enter the examination room
- Noise is limited from outside of the examination room (e.g., TV, conversation, music) so as not to interfere with the candidate's ability to write the examination or the ability of the proctor to monitor the examination
- Landlines, non-required electronics, and any security or recording devices in the room are turned off
- No one should enter the examination room during the examination

Candidates who fail to set up their testing environment appropriately or have interruptions during the examination may have their testing session terminated by the proctor.

What to Bring

You **must** have the following to be admitted to the examination:

Admission Ticket – In-person Test Centres

An Admission Ticket will be available through your FP Canada Portal approximately two weeks before the examination date. You will receive an email directing you to download the Admission Ticket when it is available. The address of your examination location will be printed on the Admission Ticket.

You must **print** and bring the Admission Ticket to the examination centre. **Do not write on your Admission Ticket.**

We encourage you to print and review your Admission Ticket when it is available. If you believe there is an error on the Admission Ticket or if you have any questions, reviewing it in advance will allow you time to contact the Certificant and Student Services Team at info@fpcanada.ca, 416.593.8587 or 1.800.305.9886 and seek clarification.

Admission Ticket – Online Proctoring

You will receive an emailed Admission Ticket from Yardstick approximately two weeks before the examination date with log-in details and information related to preparing your exam location and accessing your exam during your scheduled time.

You must **print** and have the Admission Ticket available when starting your examination. **Do not write on your Admission Ticket.**

We encourage you to print and review your Admission Ticket when received. If you believe there is an error on the Admission Ticket or if you have any questions, reviewing it in advance will allow you time to contact the Certificant and Student Services Team at info@fpcanada.ca, 416.593.8587 or 1.800.305.9886 and seek clarification, or ProctorU for support related to your exam set-up.

Valid Identification

You must have valid (non-expired) government-issued photo identification containing both your photograph and signature to present at the in-person test centre and to show to the proctor if participating in online proctoring. In online proctoring, your identification will be photographed. The following are acceptable pieces of photo identification:

- Valid passport
- Canadian citizenship card (issued before February 1, 2012);
- Valid driver's license;
- Provincial health card;
- Canadian military identification card;
- Canadian permanent resident card (only valid if signed); or
- Age of majority card.

Your name as it appears on the examination application, eligibility documentation and subsequent examination admission ticket must match the name on the photo identification provided at the examination centre or you may be denied access to write the examination.

Noiseless, Non-programmable Financial Calculator

You are permitted to use **only** one of the FP Canada-approved calculators for the examination. Calculators will not be supplied at an in-person test centres. A list of approved calculator models follows.

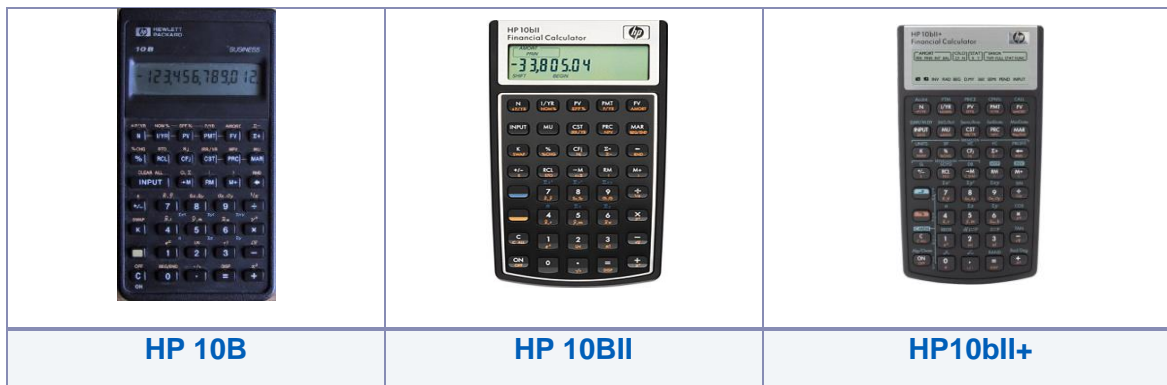
Casio

Acceptable models are FC-200V and FX-300MS.



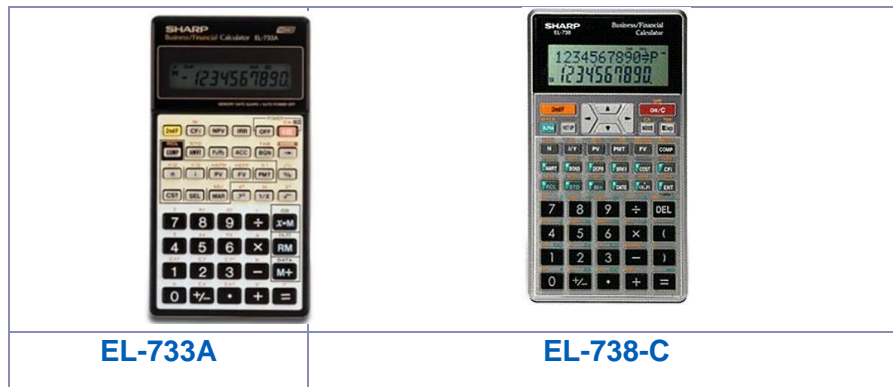
Hewlett Packard

Acceptable models are HP10B, HP10BII, HP10bII+, and HP1LL (or 11) + financial calculator.



Sharp

Acceptable models are EL-733A, EL-738 (packaging notes the model name as EL-738C), EL-738FC, EL-738S, EL-738F, EL-792C.



Texas Instruments

Acceptable models are TI BAI, TI BAI+, TI BA II Plus Professional, TI BA-35, TI 30XIIS and TI30 XA.



Unacceptable Calculators

Any calculator with programmable features, capacity to store text, graphing capability, or printing capability is not acceptable.

Some commonly used, but **unacceptable** financial calculators include:

- **Casio:** CFX9850GC, CLASSPad300, FX-7400G, FX-9750G, FC-100
- **Hewlett-Packard:** HP 9G, HP 12C, HP 17BII, HP 17BII+, HP 17BLL+, HP 19B, HP 19BII, HP 33S, HP 38G, HP 40G, HP 48G, HP 49G, HP-20b Business Consultant
- **Texas Instruments:** TI 73, TI 83, TI 84, TI 89, Voyage 200
- **Sharp:** EL-9600C, EL-9900C, CS Series, QS Series, VX Series, EL 531W, EL-531X, EL-735, EL W535
- **Media H.S.:** SC1000

These models will **not** be permitted for use in the examination. Please note that this list of unacceptable calculators is not all-inclusive and there are other models that are not permitted for use. Please reference the list of approved calculators and choose one of those models accordingly.

Calculators will be inspected by proctors prior to the start of the examination. The calculator must then remain in full view on the candidate’s desk for proctors to continue to inspect periodically throughout the duration of the examination.

From time to time, additions or modifications are made to this list of approved calculators; however, at present only these models are permitted at the examination. Possession or use of an unauthorized calculator or violation of FP Canada’s calculator policy may result in the voiding of examination results.

You are not permitted to bring manuals or any external devices (peripherals) to support calculators. Examples of disallowed items include printed cards, printers, memory expansion chips or cards. Loose batteries (without packaging) are permitted in the examination room; however, we recommend that you replace and test fresh batteries in your calculator prior to the examination.

Allowable Items for Your Desk

The following table lists the **only** items that are permitted on your desk during the examination, and what items may be unique to writing at in-person test centres and via online proctoring:

ITEM	IN-PERSON TEST CENTRE	ONLINE PROCTORING
Admission Ticket	✓	✓
Valid photo identification	✓	✓
Approved calculator	✓	✓
Pencils and eraser	✓	✓
Scrap paper	✓	✓
Ear plugs	✓	
Desk lamp		✓

Water is permitted for online proctoring and *may* be permitted at your in-person test centre. Water must be in a clear (i.e. see-through) bottle with a lid and all labels must be removed. No other beverages will be allowed in the examination room. Refer to your Admission Ticket for more details on water allowance at your in-person test centre.

Any other materials must be placed in a separate area of the writing room designated by the examination proctor at in-person test centres, and stored outside of the exam room for online proctoring candidates.

Food, medications, or beverages required during the examination are considered testing accommodations. Permission for these items must be granted by FP Canada under the ‘[Testing Accommodation](#)’ policy prior to the examination.

Items Not Permitted – Online Proctoring

During the online proctored examination, candidates are **not permitted** to do any of the following:

- Wear a hat, coat, scarf, or bulky clothing; candidates may be asked to remove such items (religious attire is permitted)
- Wear a watch; an examination clock will be on the screen as part of the examination delivery platform
- Have access to or access electronic devices not listed as required for the examination on your person, or within reach
- Have access to or use a communication device or any type of recording device, other than those listed as required for the examination
- Have anything in your pockets; candidates may be asked to show that their pockets are empty
- Refuse to move the computer or other objects or to satisfy other requests made by the proctor
- Make notes on anything other than on the software platform's note taking feature or the blank scrap piece of paper permitted for this use; at the end of the examination candidates will be asked to destroy/rip up any paper notes taken during the examination in clear view of the proctor
- Have anything on the desk or table or within reach, other than the [Allowable Items on Your Desk](#).

What Not to Bring

The following items are **not** permitted at your desk on examination day:

- Baggage of any kind: backpacks, handbags, briefcases, luggage or shopping bags;
- Study materials such as textbooks or notes;
- Cellular telephones, headsets, computers, electronic organizers or personal data assistants, or any other remote communication or photographic device;
- Outdoor coats, jackets or non-religious headwear; and
- Food or drinks unless authorized prior to the examination date.

The materials listed above are not permitted at your desk and must be placed in an area of the examination room designated by the examination proctor for in-person test centres and stored outside of the exam room for online proctoring candidates.

Please ensure all electronic devices are turned off during the examination session.

Neither FP Canada nor the proctor is responsible for any personal items lost, stolen or damaged; therefore, we advise you not to bring restricted items (i.e. bags or mobile devices) to the examination centre.

Scrap Paper

In-person Test Centre

Scrap paper will be provided to candidates at in-person test centres and collected by the proctor at the end of the exam session. Scrap paper must not be removed from the test centre.

Online Proctoring

For online proctoring, candidates can provide their own scrap paper which must be letter sized, unlined, and blank. Candidates will need to show the proctor both sides of the scrap paper and at the end of each exam session tear up and discard the scrap paper in the proctor's view. No scrap paper must be retained or shared by the candidate.

How to Complete the Examination on the Examination Software

Multiple-Choice Questions

You must record answers to all multiple-choice questions directly into the computer software by clicking on the selected response. You must select the **one** most appropriate or best answer for each question from the options provided. There is only one correct answer for each question.

Each question is worth one point toward the total examination mark. Marks are not deducted for incorrect responses.

Constructed-Response Questions

You must record answers to all constructed-response questions directly into the computer software by typing in your response. Constructed-response questions will be in the form of case sets, consisting of a description of a client situation (case narrative ranging from approximately one-third of a page to one full page or more) followed by one to three questions about that client situation. All examination materials are provided within the examination software.

All questions in a case set will require you to use information in the client situation to answer the question. You'll type your answers directly into the response template provided on the examination software (this is usually in the form of a table). Each question will have the point allocation clearly indicated. No marks will be deducted for incorrect responses.

In most cases, you'll be required to show your calculations as you work towards solutions to problems.

Calculations associated with the time value of money must be performed using an [approved financial calculator](#). You'll be required to show all keystrokes used for the time value of money calculation, including inputs and solution. For example, text required for a present value calculation might be: "Mode = begin, I = 5, N = 20, PMT = 10,000, FV = 0, solve for PV = 130,853". You aren't required to, and shouldn't show, the calculations underlying the time value of money calculations.

When completing constructed response questions that require a specified number of responses (e.g., "list three...", "provide four..."), you're required to provide up to the indicated amount. If you answer with more than the required number of responses, only the first answers corresponding with the required amount will be scored, with the remainder not considered. For example, if the

question requires you to list three issues with a given situation and you list five, only the first three will be considered for scoring of the examination.

For questions that require a number as a response—even if your response is “0”—ensure a number, zero or nil is provided in the cell in the response template.

Other Information about Testing Facilities

Examination sites may experience delays due to technical issues, weather, internet connectivity or any other issues that are beyond our control. We will take all possible steps to minimize the impact and inconvenience to candidates.

Failure to Appear

If you fail to appear for the CFP examination, either in-person or via online proctoring, you will forfeit the full examination fee. Exceptions will be considered in the case of medical emergencies or for bereavement. You may be subject to a postponement fee if you fail to appear for your examination.

Please contact FP Canada Certificant and Student Services to obtain the form to request an exception. You must provide the supporting documentation explained within the form. Requests must be received within **one week** following the examination and will be considered on a case-by-case basis. There are absolutely no refunds once a candidate has attempted the examination.

AFTER THE EXAMINATION

At the End of the Exam

At the end of the time allotment for the exam, or before if the examination is submitted early, you will be provided the opportunity to complete a brief post-examination feedback survey. The survey will pose questions regarding the test centre environment and overall examination experience. This survey is not mandatory; however, FP Canada highly recommends for candidates to submit their feedback. A more expansive survey will be emailed to you after the exam.

Feedback about the Examination

The CFP examination is a non-disclosed exam; therefore, examination material is not available for review. Further, FP Canada will not discuss specific questions on any of the exams with candidates. However, you do have the opportunity to provide content feedback about the examination questions and response templates through an email survey distributed on examination day. Or you may address comments about the examination to FP Canada's CFP Exam Panel at info@fpcanada.ca. The names of candidates who submit comments will not be disclosed to the Exam Panel during their review.

The Exam Panel will review all comments received within one week of the date of the examination. Although all comments will be acknowledged and are appreciated, we regret that we aren't able to provide an individual response to your specific examination questions.

Candidates who wish to provide feedback on the examination experience may also do so, and comments should also be provided per the same schedule as above, with written comments submitted to info@fpcanada.ca within one week of the examination.

Comments must be received in a timely manner to be considered in the marking process. FP Canada cannot consider feedback about the examination content, examination centre, etc. received more than one week after the examination date.

Examination Results

Multiple-choice questions on the CFP examination are scored by computer.

For constructed-response questions on the CFP examination, a Scoring Committee consisting of CFP professionals will read all candidate responses and assign scores based on a predetermined scoring key. The majority of constructed-response responses are scored by two scorers. Where significant differences exist between the judgments of the scorers for a particular response, a third scorer will deliberate and make the final decision. In addition, all candidates whose scores fall close to the pass mark are independently re-scored to confirm final score and pass/fail status. This ensures any candidates with borderline scores have their examinations marked at least twice before the examination results are released.

Pass Mark

The CFP examination is a Pass or Fail examination and is designed to be accurate in making that determination only. The purpose of this examination is to identify those who meet the standard necessary for obtaining CFP certification (passing) and those who do not (failing).

The method used to set the passing standard for the CFP examination accords with well-established pass-score procedures. Like other professional certification examinations, the establishment of a pass mark is based on a *criterion-referenced* rather than a *norm-referenced* methodology.

Norm-referenced methodology uses a bell curve to establish the final score needed to pass the examination. The determination of whether or not an individual will pass or fail a norm-referenced examination depends on his or her relative standing in comparison to other examinees in that particular administration. FP Canada examinations are *not* marked using this methodology.

Criterion-referenced methodology, used by FP Canada, does not rely on a bell curve. Performance is scored against an established passing standard rather than ranked in comparison to others taking an examination in a particular administration. The passing standard for the FP Canada examinations is determined by a committee composed of CFP professionals from across Canada, using generally accepted psychometric principles and methods for standard setting.

Although all questions on the CFP examination are developed from the *FP Canada Standards Council Competency Profile* and every effort is made to ensure a consistent difficulty level at each administration, the overall difficulty may vary slightly from one administration to the next. To address any differences and to ensure that all candidates are treated fairly on each examination, the pass mark for each specific examination administration is statistically adjusted to compensate for any fluctuations in the level of difficulty. This adjustment ensures that candidate scores are comparable regardless of when they take the examination and that candidates are not advantaged or disadvantaged if the examination they take is slightly easier or more difficult than a prior examination.

Note that FP Canada follows a rigorous process to produce the examination results. Results are verified and analyzed to ensure accuracy and reliability. Candidate comments and feedback are also considered throughout this process. FP Canada's CFP Exam Panel conducts a thorough review of the examination results and questions to help determine a fair pass mark.

Results Release Process

FP Canada treats candidates' results as strictly confidential. FP Canada will not release information regarding a candidate's examination results without direct authorization from the candidate.

You will receive an email once your examination results are available through your FP Canada Portal, where your result letter will be available for viewing (see ['Important Dates'](#) to learn when you can expect your examination results). Examination results are released only to the candidate. In some instances, with candidates' express consent, employers may receive a list of names of successful candidates. To ensure the protection of privacy and to maintain confidentiality of examination results, FP Canada does not release results over the telephone, by fax or email.

Successful Completion of the Examination

If you are successful in the CFP examination, and have met the other requirements for CFP Certification including three-years of relevant work experience, you may apply for CFP certification.

Publication of Examination Results

Media Release

FP Canada issues a general media release about examination results, including the total number of candidates who wrote the examination and the national pass rate. This release is issued after results have been provided to candidates.

A list of successful candidates of the CFP examination is published in November during Financial Planning Week in the financial planning supplement in *The Globe and Mail*.

Educator and Industry Reports

FP Canada releases the aggregate pass rate to FP Canada-Approved Core Curriculum program and FP Canada-Approved Advanced Curriculum providers and financial planner firms that had more than 10 candidates in the examination administration.

Reattempting the Examination

Candidates who wrote the CFP examination prior to 2020, but were unsuccessful, may challenge the CFP examination after completing Introduction to Professional Ethics (IPE), beginning with the November 2020 exam, subject to education currency and examination attempt limits.

Candidates who do not pass the CFP exam within four years of completing the CFP Professional Education Program must repeat the CFP Professional Education Program.

Candidates who do not obtain CFP certification within four years of passing the CFP examination must rewrite the CFP exam.

Candidates who wish to reattempt an examination must complete a new examination application, agree to abide by this *FP Canada Guide to the CFP Examination*, and pay all applicable fees by the required dates. Please refer to the [CFP Certification Policies](#) for more information.

Appeals Process

Multiple-choice questions on the CFP examination are scored through computer-based testing software with a high degree of accuracy. Constructed-response questions on the CFP examination are marked by two (and often three) scorers, ensuring a high degree of accuracy in the scoring process. In addition, before the CFP examination results are released, FP Canada verifies the results for candidates who score within 15 points of the passing standard of 500; specifically, those who score between 490 and 505. Therefore, we do not encourage requests for verification of scores.

It is highly unlikely that an examination score will change from “fail” to “pass” as a result of any manual rechecking after the results are released.

However, if you would like to have your examination manually re-scored, you may email a request to info@fpcanada.ca within 30 days of the release of your examination results. The charge for manual re-scores of the CFP examination is \$250. Requests submitted without payment information and requests received more than 30 days after the release of the examination results will not be processed.

Requested re-scoring will be completed within approximately 30 days after the request and payment is received. Candidates who request a manual re-scoring will receive a letter with the results of the re-scoring indicating only if the exam result is unchanged or has changed from fail to pass; no additional diagnostic information or commentary on candidate performance is provided. If your examination result changes from a fail to a pass, you will be reimbursed your re-scoring fee.

Specific requests for interpretation and appeal of FP Canada Examination policies must be made in writing and addressed to FP Canada, attention: Examinations Department.

ETHICS AND CONDUCT

Throughout the FP Canada certification process, candidates are expected to conduct themselves in an ethical manner. Candidates must refrain from any activities that may compromise the ability of a fellow candidate to complete any part of the FP Canada certification process independently. Further, candidates must not participate in the copy, sale or purchase of any materials prepared by themselves or another candidate for use in an examination conducted as part of an FP Canada-Approved Core Curriculum education program, an FP Canada-Approved Advanced Curriculum education program, FP Canada Institute Introduction to Professional Ethics, or CFP Professional Education Program, including a comprehensive financial plan and/or case material based on any of the financial planning case studies developed by FP Canada as part of an FP Canada-Approved Capstone Course.

By registering for the CFP examination and signing and submitting the registration application, you are deemed to have accepted the policies and procedures outlined below and elsewhere in this Guide.

On Examination Day

- Communication between examinees is not permitted during the administration of the examination.
- You may ask a question of the proctor at in-person test centres by raising your hand, or for online proctoring through the chat function or direct conversation.
- No examination materials may be removed from the examination room, such as any notes or calculations recorded on scrap paper. All materials must be returned to the proctor or for online proctoring discarded of with the proctor's attention.
- Candidates shall not attempt to obtain or create a copy of any part of the examination or their responses.
- No one may leave the examination room during the examination without the proctor's consent. Bathroom breaks are not permitted during the exam writing time but can be accessed during the scheduled breaks.
- If you leave the in-person testing room for any reason, ensure your computer screen is not visible to others.
- Candidates shall not copy or aid or abet in copying or any other form of cheating.
- Candidates must not make their answers available to other candidates.
- Candidates who complete their examination early may leave quietly after ensuring that they have signed the attendance list and returned all examination material to the proctor.

After the Examination

- Candidates shall not reveal, discuss or otherwise disclose any examination materials or related information in any form, including the examination questions or recorded answers.
- Candidates shall immediately advise FP Canada of any breach of security measures of which the candidate becomes aware.
- Candidates are expected to participate in any investigations into examination misconduct at the request of FP Canada.

Other Misconduct

Failure to abide by the policies in this guide, or those read aloud by the examination proctor, may constitute examination misconduct. Other instances of misconduct may include, but are not limited to:

- Creating a disturbance;
- Giving or receiving assistance on content;
- Continuing to make or change responses after being instructed to stop;
- Removing examination materials from the examination room; and
- Writing on the Admission Ticket at any time.

Investigation & Enforcement

FP Canada fully investigates all incidents of examination misconduct.

We rely on many sources to identify suspected examination misconduct. During the marking of the CFP examination, we utilize statistical analysis of the examination results to determine the likelihood of any candidate writing the CFP examination having copied another candidate's answers.

Identified cases are reviewed by the FP Canada Standards Council in accordance with the [FP Canada Standards Council Disciplinary Rules and Procedures for Examination Misconduct](#). Grounds for discipline include:

- Copying responses from other candidates, or making responses available to other Candidates;
- Any act or omission that violates the provisions of either of the Guides to Examinations, including the Examination Day Rules and Procedures;
- Failing to cooperate with an FP Canada Standards Council investigation and/or providing or making false or misleading statements to FP Canada and/or its Divisions; and
- Any other acts or omissions amounting to misconduct as determined by FP Canada Standards Council Staff.

Where finding of misconduct is made, the penalty may include any one, or a combination, of the following sanctions:

- A letter of admonishment, delivered by the Hearing Panel;
- A prohibition from writing the QAFP examination or CFP examination, as applicable, for a specified number of exam sittings;
- Where the candidate is also a QAFP professional, a temporary or permanent suspension of the rights to call themselves a QAFP professional and use of the Certification Marks;
- Permanent prohibition from writing the QAFP examination or CFP examination, as applicable;
- An order nullifying the candidate's examination results;
- An award of costs against the candidate; or

Such other penalty as the Hearing Panel may deem appropriate. FP Canada reserves the right to publish the outcome of examination misconduct or irregularity decisions.

APPENDIX A: CANDIDATE STATEMENT OF UNDERSTANDING

You will be asked to accept these policies and procedures before beginning to write your examination

EXAMINATION POLICIES AND PROCEDURES

1. These policies and procedures apply to FP Canada examinations written in any administration and in any format. By writing the CFP examination, candidates will be deemed to have accepted these policies and procedures.
2. Extra time will not be allotted to those candidates who arrive after the examination has begun.
3. Candidates must have only FP Canada permitted materials from their desk and surrounding area at the start of the examination. Candidates may use a FP Canada-approved non-programmable calculator only.
4. Communication between examinees during the examination is not permitted and will not be tolerated. You may ask a question of the proctor only.
5. Absolutely no examination materials may be retained by the candidate including, without limitation, notes or calculations.
6. Candidates may not attempt to make copies (written or other) of the examination materials, including, without limitation, the examination questions or perceived answers.
7. Other than in the event of an emergency, no one may leave the examination room during the examination without the proctor's consent. Washroom breaks are not permitted and having to leave the room will be reported to FP Canada. You will not be granted additional time for time while out of the room. If you leave the room for any reason, you must hand in or discard (for online proctored exams) all examination material and you will be deemed to have completed the examination.
8. Candidates may not copy or aid or abet in copying or any other form of cheating. Candidates must not make their examination answers available to other candidates.
9. Candidates who complete their examination early at in-person test centres may leave quietly after ensuring that they have signed the attendance list and returned all examination materials to the proctor.
10. After the examination, a candidate must immediately advise FP Canada of any breach of any security measures of which the candidate becomes aware. Concerns can be reported directly to exammisconduct@fpcanada.ca.
11. A candidate understands that only the President of FP Canada, or the President's designate, has the authority to release any examination materials or information relating to the examination questions, marking keys or procedures

APPENDIX B: EQUATIONS FOR RATE OF RETURN AND TIME VALUE OF MONEY CALCULATIONS

The following equations may be helpful in answering questions that require calculations. Typically, these types of calculations are done using a financial calculator.

FV	= future value	e	= effective, annual rate of return
PV	= present value	k	= periodic rate of return (i/m)
i	= nominal, annual rate of return	r	= real, annual rate of return
n	= number of years	infl	= annual rate of inflation
m	= number of compounding periods per year	PMT	= payment
I _t	= amount returned or paid in year t		

The effect of non-annual compounding:

$$FV_n = PV(1 + i/m)^{n \times m}$$

Simple interest (return) calculation:

$$I_t = PV \times i$$

Effective, annual rate:

$$e = (1 + k_m)^m - 1$$

Future value of a single payment, compounded each period:

$$FV_n = PV(1 + i)^n$$

Present value of a single payment, compounded each period:

$$PV = \frac{FV_n}{(1 + i)^n}$$

Future value of a stream of payments:

$$FV = \frac{((1 + k)^n - 1)}{k} \text{ times } PMT$$

Present value of a stream of payments:

$$PV = \frac{1 - \left(\frac{1}{(1 + k)^n} \right)}{k} \text{ times } PMT$$

Real rate of return:

$$r = \frac{i - infl}{1 + infl}$$

APPENDIX C: ABBREVIATIONS OR ACRONYMS

The following abbreviations or acronyms may appear on the examination. When a listed abbreviation or acronym appears on the examination, it refers only to the corresponding phrase listed below.

ACB	Adjusted cost base/basis	LIF	Life Income Fund
AD&D	Accidental Death and Dismemberment	LIRA	Locked-in Retirement Account
AMT	Alternative Minimum Tax	LRIF	Locked-In Retirement Income Fund
CCA	Capital Cost Allowance	LRSP	Locked-In Retirement Savings Plan
CDIC	Canada Deposit Insurance Corporation	LTD	Long-term disability
CESG	Canada Education Savings Grant	MTR	Marginal Tax Rate
CNIL	Cumulative Net Investment Loss	OAS	Old Age Security
COLA	Cost of Living Adjustment	PA	Pension Adjustment
CPP	Canada Pension Plan/Quebec Pension Plan	PAR	Pension Adjustment Reversal
CRA	Canada Revenue Agency	POA	Power of Attorney**
CSB	Canada Savings Bond	QSBC	Qualified Small Business Corporation
CSV	Cash Surrender Value	RESP	Registered Education Savings Plan
DPSP	Deferred profit sharing plan	RCA	Retirement Compensation Arrangement
DRIP	Dividend Reinvestment Plan	RDTOH	Refundable Dividend Tax on Hand
EAP	Education Assistant Payment	RPP	Registered Pension Plan
EI	Employment Insurance	RRIF	Registered Retirement Income Fund
ETF	Exchange-Traded Fund	RRSP	Registered Retirement Savings Plan
FMV	Fair Market Value	TFSA	Tax-Free Savings Account
GIC	Guaranteed Investment Certificate		
GIS	Guaranteed Income Supplement		
GRIP	General Rate Income Pool		
GST	Goods and Services Tax		
HBP	Home Buyers' Plan		
IPP	Individual Pension Plan		
LCGE	Lifetime Capital Gains Exemption		

**** POA:** For the purposes of the examination, POA is a generic term that can refer to a Power of Attorney for Property (finance) and Health. Unless otherwise stated the POA should be considered to be "Enduring" or "Unlimited".



FP CanadaTM

*Advancing Professional
Financial Planning*

FP CANADATM

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