



QAFP[®] CERTIFICATION POLICIES

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Candidates for QAFP certification must meet the following requirements:

CERTIFICATION REQUIREMENTS	PREREQUISITES *	PREREQUISITE TIME LIMITS
<p>Successfully complete the FP Canada Institute™ Technical Education – Fundamentals program</p> <p>OR</p> <p>an FP Canada-Approved Core Curriculum Program.</p>	<ul style="list-style-type: none"> ▪ Not applicable ▪ Refer to Core Curriculum education provider for prerequisite requirements 	<p>Not Applicable</p>
<p>Successfully complete the QAFP Professional Education Program**</p>	<ul style="list-style-type: none"> ▪ FP Canada Institute Technical Education – Fundamentals program OR ▪ FP Canada-Approved Core Curriculum Program 	<p>Within four years of completion of prerequisite education</p>
<p>Pass the QAFP exam</p>	<ul style="list-style-type: none"> ▪ QAFP Professional Education Program** 	<p>Within four years of completion of QAFP Professional Education Program</p>
<p>Complete one year of qualifying work experience</p>	<ul style="list-style-type: none"> ▪ Not Applicable 	<p>Qualifying work experience must be completed in the four years preceding the application for QAFP certification</p>
<p>Apply for QAFP certification</p>	<ul style="list-style-type: none"> ▪ Pass the QAFP examination ▪ Complete one year of qualifying work experience ▪ Hold a two-year post-secondary diploma, or higher, from an accredited college or university OR have five (5) years of qualifying work experience 	<p>Within four years of passing the QAFP examination</p>

* Applications for FP Canada’s education programs and examinations may be submitted prior to completing a prerequisite, however successful completion of the applicable prerequisite is required for admission to the education program or examination.

** The CFP Professional Education Program is also an acceptable prerequisite for the QAFP examination.

4.1.3 Fee Reduction

Fee reduction requests must be made at the time of recertification.

Fee reductions of 50% of the current year's recertification fee may be granted for one of the following reasons:

- **Pregnancy/Parental Leave:** A fee reduction may be requested for the year in which a QAFP professional is on pregnancy/parental leave from the workforce, for a period of six months up to a maximum of one year. A copy of the child's birth certificate, health card or adoption papers must be included with the request.
- **Medical Leave:** Medical leave requests will be considered on a case-by-case basis. A medical report or doctor's note substantiating the length of leave from the work force (minimum six months) and reason for the leave must be included with the request, along with an attestation that there has been or is likely to be a substantial loss in earnings.

All other fee reduction requests will be considered on a case-by-case basis.

Applying for a fee reduction does not automatically result in a CE exemption. Individuals requesting a CE exemption must complete the [Continuing Education \(CE\) Exemption Request Form](#).

4.1.4 Reinstatement within Five Years of Certification Expiration

Former QAFP professionals are permitted to reinstate within five years of their last certification expiration date, subject to the following reinstatement policies.

Individuals must have continued to adhere to *the FP Canada Standards Council Standards of Professional Responsibility* and must:

- a. Not be subject to a presumptive bar to certification pursuant to the *Fitness Standards*;
- b. Not be subject to an Order by a Hearing Panel or Appeal Panel prohibiting reinstatement
- c. Have successfully completed the QAFP Professional Education Program or CFP Professional Education Program, within the last five (5) years;⁴
- d. Provide documentation of having met CE requirements for each year not certified; and
- e. Complete the certification reinstatement application and pay [applicable fees](#), including a:
 - Non-refundable reinstatement administrative fee; and
 - Reinstatement certification fee prorated until the end of the current certification year.

The effective date of the reinstatement will be the first day of the current month in which they are approved to reinstate, with the term end being the final day of the annual certification period.

Upon approval of the reinstatement application, a digital badge and annual certificate with an expiry date will be issued. FP Canada reserves the right to decline to reinstate an individual's certification, at its sole discretion.

⁴ To recognize successful completion of a Professional Education Program, individuals are exempt from CE requirements in all categories, including the category of Professional Responsibility, in the year they complete the Professional Education Program and the following calendar year.

Self-Study/Online Courses with an Exam

Self-study courses usually have a recommended number of study hours. The full number of study hours may be claimed as CE (if they meet FP Canada's CE requirements) upon successful completion of the course, up to a maximum of 50 credits.

College/University Courses

University or college credit courses for one full semester may qualify for CE credits, if the curriculum meets FP Canada's CE requirements. A maximum of 50 CE credits may be claimed for each full semester course.

Prep Courses

Courses that are completed to prepare for a relevant professional license or designation may qualify for CE upon completion, up to a maximum of 50 credits.

Writing

Writing articles, technical newsletters, books, and course materials qualify for CE credits provided such activities meet FP Canada's CE requirements and have a target audience of: professionals engaged in financial planning; or post-secondary students preparing for a career in financial planning. A maximum of 15 CE credits may be claimed for the time spent researching and writing. Re-releases of existing documents with revision are eligible for a maximum of 10 CE credits.

Please note that content written for marketing purposes will not qualify for CE credits.

Teaching/Presenting

Teaching or acting as an instructor, discussion leader or speaker to financial planning professionals or post-secondary students qualifies for a maximum of 15 CE credits. Two credits per hour of actual teaching/presenting time can be claimed for the first time the class or session is conducted, up to a maximum of 15 credits. For second and subsequent offerings of the same course or session, only in-class time or session time can be counted, up to a maximum of 10 credits per year.

Please note that teaching or presenting seminars/courses designed for marketing purposes will not qualify for CE credits.

Volunteer Service

CE credits may be awarded for volunteering with FP Canada, community organizations, industry associations, charitable groups or others in a way that assists Canadians in understanding the importance of financial planning or enhances their financial well-being. In addition, CE credits may be awarded in instances where a QAFP professional is using their financial planning skills in a volunteer capacity to support an organization. Hours of volunteer service may qualify for a maximum of five credits per year under the 'Giving Back' category.

Other Educational Activities

Other activities may qualify for CE credits, at FP Canada's sole discretion.



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