

# CERTIFICATION EXAM ITEM WRITER VOLUNTEER POSITION DESCRIPTION

## Are you...

- A current CFP® professional looking to earn CE credits?
- An expert in the complexities of financial planning?
- Eager to contribute to and help shape your profession?

If this sounds like you, we invite you to apply to participate in developing questions for the QAFP examination and/or CFP examination. In this challenging and rewarding role, you'll volunteer with CFP professionals from across the country, playing a vital part in shaping the next generation of CFP professionals.

**Item-writing workshops are hosted two to three times each year, with workshops ranging from two days to four days.**

## Benefits of Participating

### As an exam item writer, you will:

- Earn CE credits in the category of Financial Planning, and CE credits in the category of Giving Back;
- Gain a deeper knowledge of the financial planning competencies that differentiate you from your peers and colleagues;
- Enhance your professional skills with complete immersion in financial planning;
- Build your resumé with activities that contribute to advancing the profession;
- Play a role in the evolution of QAFP and CFP certification in Canada; and
- Network and collaborate with other CFP professionals.

## Eligibility Requirements

**To be eligible to take part, you must be a CFP professional and have completed the CFP examination within the past 10 to 15 years, with:**

- An interest in examination standards;
- Exceptional writing and editing skills;
- A willingness to work collaboratively and give and receive constructive feedback;
- A commitment to enhancing your own skills; and
- Extensive financial planning expertise, preferably with specialty knowledge in one or more of the following areas: financial management, asset management, risk management, tax planning, retirement planning and estate planning.

## Application Process

If you're interested in this opportunity, please submit include a covering letter and current resume or CV that includes the following information:

- Writing experience;
- Current job responsibilities;
- Accomplishments in the field of financial planning and specialist expertise;
- Current or previous committee work; and,
- Any potential conflicts of interest.

## Selection Process

As an applicant, you may be asked to participate in an interview as part of the selection process. You must also be free of conflicts of interest (for example, you are ineligible if you are an examination preparatory course provider or involved in any other situation where the information discussed or the materials used during the examination development process would be directly related to your work). You'll be expected to sign and adhere to a Confidentiality Agreement and an Acceptable Use Policy.

Don't miss out on this unique opportunity to learn new skills, meet and work closely with other CFP professionals and gain an inside look at critical steps along the path to CFP certification.

If you have any questions and to submit your expression of interest, please email [Jasvir Chauhan](#), Examination Administrator.