



DETERMINING COURSE COMPLIANCE WITH CE STANDARDS

The College for Financial Planning does not maintain a list of pre-approved continuing education (CE) sponsors and their courses. It is the designee's responsibility to obtain CE from credible sources whose programs meet the standards set forth in the College for Financial Planning's [Professional Designation Requirements](#) document.

Answering the following questions will assist you in determining whether a course is suitable for use toward the CE requirement for the College for Financial Planning's professional designations:

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is the course developed and conducted by persons qualified in the subject matter and who are familiar with generally accepted standards for course design? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the course offered in one of the following formats? <ul style="list-style-type: none">○ Live presentations (conferences, workshops, courses, seminars, live Web casts, teleconferences)○ Self-Study <u>with end-of-course assessment</u> tool (printed material, periodicals, audio/video CDs, electronic media, online) |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the course cover at least one topic on the designation topic list ? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the course contribute to increasing the professional competency of its audience? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the course current and correct in program content? |
| <input type="checkbox"/> | <input type="checkbox"/> | If a live presentation, is the course at least 50 minutes in length? |
| <input type="checkbox"/> | <input type="checkbox"/> | If self-study, is there an end-of-course exam graded by the sponsor, and does it require a minimum score of 70% to pass? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the sponsor provide completion documentation such as a certificate of completion, grade report, transcript, etc.? |

If the answer to all the above questions is "yes," the course is suitable for use toward the CE requirement for the College's professional designations.

To calculate credit:

- Live presentations – 1 CE credit for every 50 minutes of presentation.
- Self-study – The College for Financial Planning will accept credit for self-study programs as recommended by the sponsor. The following methods are acceptable for sponsor use in determining self-study credit: average completion time, pilot study, credit assigned by other licensing or credentialing organizations through a formal course registration process, 1 credit for every 10 exam questions.