



## Nearing Program Completion? Make a Plan to Take the CFP® Exam

During the first week of your final Financial Planning Certificate course at Oakland University, we suggest that you begin developing a plan to take the CFP® Exam. Once you have finished the Personal Financing Planning Program, follow these simple steps to ensure a smooth transition into CFP® Certification.

### 1. Determine When to Take the Exam

The CFP® Exam is offered through the CFP® Board during March, July and November. The deadline to apply is approximately one month prior to the exam date. The exam costs about \$600. It is the student's responsibility to apply for the exam.

### 2. Apply for the CFP® Exam

Applications can be filled out online directly through the [CFP® Board website](#) or by calling 303-830-7500. The exam location will be sent to you by the board along with your registration information. Students will be required to provide evidence of their education. Oakland University Professional and Community Education will electronically submit your grade information directly to the board if **all courses** were taken at Oakland University -- please feel free to call our office to double check with questions.. However, if you have taken courses from multiple education providers, you will need to contact each organization separately for grade requests or transcripts.

### 3. Determine Whether to Take an Exam Review

The CFP® Board has discovered that students that take a review course have the highest potential for exam success. When scheduling your review class, allow sufficient time between finishing your last class and taking the exam review. This will allow for enough time to study at home before taking the CFP® exam. Look at the calendar and create a draft schedule for yourself with appropriate review and exam dates, and then register for the exam.

#### **4. Apply for the Exam Review at Oakland University**

Now register for the review! Oakland University Professional and Community Education partners with Keir Educational Resources to offer a 4-day instructor-led exam review. Keir, who provides the materials for our review, recommends studying materials for 120 hours prior to the start of the review course, and a total of 200 hours before taking the exam. Materials should be ordered directly from Keir 3 months before the review.

- Our review is highly regarded. For more information and **to register**, visit **Oakland University's CFP Exam Review [website](#)**.
- Order books and study materials from Keir by calling 1-800-795-5347 Ext.107 and ask for Shannon or Mary Grace. Various study materials packages are listed at their [website](#).

#### **5. Determine Applicable Work Experience**

Another important step to completing the CFP® Certification process is to gain the required 5 years of work experience. You may not practice as a CFP®, even if you have passed the exam without the required work experience. Many people have the required 5 years of experience, but make sure to check with the [CFP® Board](#) directly to determine if your experience is adequate.

There are several ways for students new to the profession to gain work experience:

- Use networking contacts gained at Oakland University as a way to interact with others to locate possible job openings.
- Become a member of the [Financial Planning Association \(FPA\) of Michigan](#). This professional organization helps people connect with businesses to establish internship and other work experience opportunities. Because of OU's close relationship with the FPA, Oakland University frequently posts FPA internship opportunities on our website.

#### **6. Keep in Touch**

Once you have taken the exam and received your results, let us know. As Oakland University Alumni, we want to know what you have accomplished and how we can help. We are always a great source for locating interns to help grow your successful business.