



# **GROW. LEAD.** **EMPOWER.**

— SET YOURSELF APART

**CFP® PRACTITIONER  
EXPERIENCE PATHWAYS**



# CFP® PRACTITIONER EXPERIENCE PATHWAYS

The practical application in the workplace of the technical knowledge gained through formal study is a key characteristic in the development of a professional financial planner. Completion of work experience under supervision will provide you with the support, expertise and advice of an experienced member of the financial planning profession and provide further public confidence in the quality of the advice offered by CFP professionals.

Once you have successfully completed the CFP Certification Program and meet the experience criteria, you will be eligible to apply for the CFP designation. To meet the experience criteria, you will need to comply with either of the following pathways:

	PATHWAY ONE	PATHWAY TWO
<b>Pathway description</b>	<p>Two years of full-time (or part-time equivalent) client-facing, AR experience <u>within the last five years</u>.</p> <p><i>Note: This may not include the professional year</i></p>	<p>Four years of full-time (or part-time equivalent), relevant experience that demonstrate financial planning knowledge and competencies, and directly or indirectly support the financial planning process.</p> <p><i>Note: Individuals who achieve the CFP designation via a non-client facing route will receive a non-practicing designation.</i></p>
<b>How to comply</b>	<p>Full-time (or equivalent part-time) qualifying AR activities and responsibilities <u>must satisfy a three-part requirement</u>:</p> <p><b>PART 1</b> Experience MUST address <b>all</b> of the six primary elements of the personal financial planning process:</p> <ol style="list-style-type: none"> <li>1. Establishing and defining the client relationship</li> <li>2. Gathering data from the client</li> <li>3. Analysing and evaluating the client's financial status</li> <li>4. Developing and presenting the financial planning recommendations</li> <li>5. Implementing the financial planning recommendations</li> <li>6. Monitoring the financial planning recommendations</li> </ol> <p><b>PART 2</b> All AR experience must be completed under the direct supervision of a CFP professional and documented with verification and attestation from supervising CFP professional conducted by the FPA.</p>	<p>Full-time (or equivalent part-time) qualifying activities and responsibilities that are counted towards relevant experience <u>must satisfy a two-part requirement</u>:</p> <p><b>PART 1</b> Experience MUST fall within <b>one or more</b> of the six primary elements of the personal financial planning process:</p> <ol style="list-style-type: none"> <li>1. Establishing and defining the client relationship</li> <li>2. Gathering data from the client</li> <li>3. Analysing and evaluating the client's financial status</li> <li>4. Developing and presenting the financial planning recommendations</li> <li>5. Implementing the financial planning recommendations</li> <li>6. Monitoring the financial planning recommendations</li> </ol> <p><b>PART 2</b> Experience CAN be satisfied through ONE or more of the following five ways:</p> <ol style="list-style-type: none"> <li>1. Personal Delivery to individual client</li> <li>2. Supervision of personal delivery to individual client</li> <li>3. Support of personal delivery to individual client (direct, indirect)</li> <li>4. Teaching a financial planning curriculum unit</li> <li>5. Practice management, compliance and other roles</li> </ol>

## Defining 'direct and indirect support' for Pathway Two

### Direct Support

Direct support relates to responsibilities and activities that directly support the activities of one or more financial planners/professionals.

### Indirect Support

Indirect Support relates to responsibilities and activities that demonstrate financial planning knowledge and competencies, and indirectly support the financial planning process which will ultimately benefit an individual client. Since indirect support experience are unique to the candidate, the FPA will review ALL indirect support experiences and make an immediate determination if experience can be approved.

## Academics as CFP professionals

The FPA defines an academic professional as serving in the capacity as a full-time or adjunct faculty member responsible for the planning and delivery of financial planning related topics at a FASEA/FPEC-accredited provider. The academic must be the primary instructor of the unit/subject/course and must be responsible for creating course syllabus, content and assessments for the course. With this in mind, the FPA believes that an academic's role fall into the definition of indirect support to the financial planning process.

**As such, academics must comply with Pathway 2 for the experience requirement to be eligible to receive the CFP designation.**

### WHAT'S NEXT

#### NEW ADMISSION

The best way for us to learn about your personal circumstances and get you on the right path, is to complete the new admission online application. Through this service, you'll find out more about your personalised pathway. Once successful, your place in the program is guaranteed. To get started, visit [www.fpa.com.au/cfp](http://www.fpa.com.au/cfp).

#### TALK TO US

If you'd prefer to start by asking us more questions about the CFP® Certification Program, we'd be delighted to help. Simply contact us on 1300 337 301 or email us at [education@fpa.com.au](mailto:education@fpa.com.au).



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