

## APPLICATION FOR ACCREDITATION OF PROFESSIONAL EDUCATION FOR CFP<sup>®</sup> CERTIFICATION

This application is to be signed off on by a person who is authorized, on behalf of their academic institution, to accept the terms and conditions of this application and to submit the application on behalf of their institution.

### 1. Education Provider Information

A. Provide the following information about your academic institution.

|                            |  |
|----------------------------|--|
| <b>Institution Name</b>    |  |
| <b>Institution Address</b> |  |
| <b>Institution URL</b>     |  |

B. Provide the name and contact information for the person(s) who are responsible for the undergraduate program in which you propose to deliver FP Canada-accredited Professional Education at your institution, and who is responsible for ensuring that all accreditation requirements, as outlined in the *Guidelines for the Professional Education Accreditation Program for CFP<sup>®</sup> Certification* (the “Guidelines”), are met.

|                           |  |
|---------------------------|--|
| <b>Responsible Person</b> |  |
| <b>Title</b>              |  |
| <b>Phone</b>              |  |
| <b>Email</b>              |  |

|                           |  |
|---------------------------|--|
| <b>Responsible Person</b> |  |
| <b>Title</b>              |  |
| <b>Phone</b>              |  |
| <b>Email</b>              |  |

## 2. Program & Course Information

- A. Provide the following information on the undergraduate program in which you propose to offer FP Canada-accredited Professional Education and the course for which you are seeking accreditation. Append the course outline to this application.

|                          |  |
|--------------------------|--|
| <b>Program Name</b>      |  |
| <b>Credential Earned</b> |  |
| <b>Program URL</b>       |  |
| <b>Course URL</b>        |  |
| <b>Course Name</b>       |  |
| <b>Course Code</b>       |  |
| <b>Start Date</b>        |  |
| <b>End Date</b>          |  |
| <b>Pass Grade</b>        |  |

- B. In the space below, provide the description of the course for which you are seeking accreditation as that description appears in the course calendar and website.

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|  |
|--|

- C. In the table below, list all pre-requisite courses for the course for which you are seeking accreditation.

*\*Note that your institution's FP Canada-approved Core and Advanced Curriculum courses must be pre-requisites for FP Canada-accredited Professional Education.*

|     | Course Code | Course Name |
|-----|-------------|-------------|
| 1.  |             |             |
| 2.  |             |             |
| 3.  |             |             |
| 4.  |             |             |
| 5.  |             |             |
| 6.  |             |             |
| 7.  |             |             |
| 8.  |             |             |
| 9.  |             |             |
| 10. |             |             |
| 11. |             |             |
| 12. |             |             |

### 3. Faculty

- A. Provide the names of the faculty who will be teaching the course you are seeking accreditation for and who meet the requirements as outlined in the Guidelines. “Faculty” is defined as any individual teaching or supporting students in the FP Canada-accredited Professional Education, including full-time faculty, part-time faculty, volunteers, contract markers and teaching assistants. Append current CVs (Curriculum Vitae) and Faculty Attestation Forms as supporting documentation to this application.

| Faculty Member Name | Credentials, Background & Education | Years of Qualifying Financial Planning Experience* |
|---------------------|-------------------------------------|--|
|                     |                                     |  |
|                     |                                     |  |
|                     |                                     |  |
|                     |                                     |  |

*\*Note that qualifying financial planning experience is defined as full-time (or equivalent part-time) financial planning related employment or self-employment. Experience must be client-facing and involve the application of the knowledge, skills and abilities described in the FP Canada Standards Council Competency Profile.*

- B. In the space below, explain how you will ensure that Faculty, meeting FP Canada’s requirements, will be maintained to minimize potential program disruptions for students, including contingency plans for Faculty who may leave or may be assigned to teach other courses.

#### **4. Supplemental Course Assignments and Assessments**

- A. In the space below, identify and describe any assignments or assessments in the course for which you are seeking accreditation that will supplement the FP Canada Institute IPE and CFP Professional Education content.

## 5. Textbooks and Resources

- A. In the space below, provide a list of all textbooks and any other resources to be used within the course for which you are seeking accreditation.

## 6. Academic Honesty and Integrity Policies

- A. In the space below, summarize your institution's formalized academic honesty and integrity policies and those systems in place to address student academic misconduct, including, but not limited to, cheating on course assignments or assessments, plagiarism, and the falsification of academic documents or records. Please append or provide link(s) to all policy documents.

B. Several of FP Canada’s academic partners have entered into agreements with FP Canada to report findings of academic misconduct to FP Canada. We strongly recommend that all FP Canada-accredited Professional Education Course providers enter into such an agreement with FP Canada to protect the integrity of the CFP Professional Education Program and FP Canada certifications.

Please indicate your interest in entering into a formal agreement to report findings of academic misconduct to FP Canada by checking the box below.

**Yes, I am interested**

**No, I am not interested**

## 7. Payment

The Accreditation Fee of \$500 and Faculty Access Fee of \$1,500 may be paid by cheque, payable to FP Canada at the following address:

ATTN: Accounts Payable  
FP Canada  
902-375 University Ave,  
Toronto, ON M5G 2J5

Alternatively, the fees may also be paid to FP Canada through electronic fund transfer (EFT).

|                   |                 |
|-------------------|-----------------|
| Bank Name:        | TD Canada Trust |
| Bank Transit #:   | 18322           |
| Branch/Routing #: | 004             |
| Account #:        | 0601 0303547    |

For support please contact: [accountspayable@fpcanada.ca](mailto:accountspayable@fpcanada.ca)

## 8. Terms & Conditions of FP Canada Accreditation

By signing this application, the institution submitting this application (the “Institution”) attests that it has read, reviewed, and agrees to abide by the Guidelines and the following terms and conditions for accreditation. It is hereby understood that the Institution acknowledges and agrees to the following:

1. Financial Planning Standards Board (FPSB) is the owner of the following marks: CFP®, CERTIFIED FINANCIAL PLANNER® and the CFP® mark plus flame logo. Financial Planning Standards Board has licensed these marks for use by FP Canada. Educators with an accredited program must use the said marks as governed by the rules and regulations of FP Canada and as reasonably amended from time to time and only following review and approval by FP Canada.
2. Accreditation is for three years only. Maintaining accreditation during the three-year period is conditional on compliance with the Guidelines and these terms and conditions.
3. Any changes to FP Canada-accredited Professional Education that deviates from the information provided in this application must be immediately communicated to FP Canada. Material changes will necessitate a new application. Annual updates will be requested to demonstrate continuing adherence to the Guidelines.
4. All course content provided from FP Canada with respect to the Accreditation Program, including, without limitation, all course materials and related information, all online content, assignments, marking guides and rubrics and assessments (the “Course Content”), is owned by FP Canada and that FP Canada retains all title, ownership and intellectual property rights in the Course Content.
5. The Course Content and any other proprietary or non-public information provided by FP Canada is confidential (the “FP Confidential Information”) and is not meant for dissemination, either orally or in writing, or use except for the purpose of delivering FP Canada-accredited Professional Education (the “Services”). The FP Confidential Information, used solely to provide the Services, will be safeguarded by the Institution, with all reasonable steps taken to maintain the security, confidentiality and integrity of the FP Confidential Information, including adhering to any policies and requirements set out by the Institution.
6. Upon the termination of the relationship with FP Canada, for any reason and upon any other request of FP Canada, the Institution and the Institution’s Faculty will promptly return or, if requested by FP Canada, destroy all Confidential Information of, or relating to FP Canada and the Course Content, including all physical and electronic copies thereof,



furnished or in the possession of the Institution and/or Faculty or its respective representatives, employees, agents or contractors. The obligation of confidentiality and use with respect to the Course Content shall survive termination/expiration of this agreement.

7. Institutions who have been accredited by FP Canada may advise students and prospective students of such accreditation. The Institution's accreditation and access and use of the Course Content may be revoked at any time by FP Canada for failure to adhere to the Guidelines, breach of confidentiality or failure to comply with any other policies and procedures established from time to time by FP Canada, having given reasonable notice of such other policies and procedures. In any case, as set out in the Guidelines, where, in FP Canada's reasonable opinion, a party fails to adhere to the Guidelines or other policies and procedures, FP Canada shall give notice, setting out the grounds on which FP Canada's opinion is based, the steps which could be taken to correct the deficiencies and a reasonable period of time in which the party may correct the deficiencies. Where accreditation is revoked, the Institution must provide students with reasonable options for completion of the CFP Professional Education Program, either through FP Canada or another accredited institution.

## **9. Authorization to Use the Marks**

- A. The Institution offering the accredited program is hereby granted authorization to use the marks: QAFP™, QUALIFIED ASSOCIATE FINANCIAL PLANNER, CFP®, CERTIFIED FINANCIAL PLANNER® and the CFP® mark plus flame logo (the "Marks"). Such authorization may be withdrawn by FP Canada if the Institution fails to comply with the conditions of accreditation set forth above, in the Guidelines and, subject to any other agreement existing between the parties with respect to the use of the marks, the Institution hereby agrees to discontinue all use of the Marks if it ceases to be an FP Canada-accredited institution or if the authorization is withdrawn by FP Canada. All Marks are owned solely by FP Canada, or its licensors, and the Institution will not obtain any right, title or interest to the marks. Customer trademarks except for such limited rights to display as are expressly set out herein.
- B. The display of the Marks shall be subject to the branding guidelines and trademark restrictions provided by FP Canada, as may be updated from time to time. The Institution agrees to use and display the Marks, in accordance with any brand and trade-mark guidelines provided to it by FP Canada. In the event that the Institution is unsure of the proper use of the trademark, the institution should contact FP Canada to ensure that it is in compliance with all trademark requirements.

## 10. Confirmation

I hereby certify that I have reviewed this application and that all answers given are, to the best of my knowledge and belief, true and correct. I am authorized, on behalf of the Institution, to submit this application and accept the terms and conditions of this application.

I further certify that the that I understand and agree to all terms and conditions for FP Canada Professional Education Accreditation.

Per: \_\_\_\_\_

I have authority to bind the Institution.

Signature: \_\_\_\_\_

Date:

*FP Canada Accreditation (Internal Use Only)*

*Your Professional Education course has been accredited by FP Canada for the period ending*

\_\_\_\_\_  
***mmddyy***

*Signature:* \_\_\_\_\_

*Date:*