

CERTIFICATION MOCK EXAM WRITER VOLUNTEER POSITION DESCRIPTION

About the Exams and Sessions

- The QAFP™ examination is a competency-based exam composed of multiple-choice questions, requiring up to four hours to complete.
- The CFP® examination is a competency-based exam composed of constructed-response and multiple-choice questions, requiring up to six hours to complete, in three two-hour sessions.

Benefits of Participating

Previous volunteers have told us that this is a unique opportunity that gives them valuable insight into the examination process and a greater respect for their professional designation.

- You will receive up to four Continuing Education (CE) credits in the category of Financial Planning for participating as a QAFP mock exam writer.
- You will receive an honorarium plus up to six Continuing Education (CE) credits in the category of Financial Planning for participating as a CFP mock exam writer.

What to Expect at the Mock Exam

- You're not expected to study for the mock exam.
- The exam is administered remotely, using ProctorU's online proctoring software. To participate, you will need access to a computer (personal computer is strongly recommended), functioning microphone and web camera, a compatible web browser (either Google Chrome or Firefox), monitor, a compatible operating system, and a private space to write the exam. Technical requirements can be found on FP Canada's Online Proctored Exams webpage.
- You'll need a non-programmable financial calculator. You may also need a handheld whiteboard and dry erase marker for notes.
- During the writing of the exam, you will be asked to provide feedback on exam questions. Immediately after the writing of the exam, you will be provided with a survey for your feedback on the exam structure, time provisions, format, exam-day procedures, and more. This feedback is critical for the development of the QAFP and CFP exam. We rely on your feedback to ensure the validity of the content and other aspects of the exam.

Eligibility Requirements

To volunteer for this opportunity:

- For the QAFP examination, you must be a QAFP professional and have completed the FPSC Level 1 exam or FPE1 exam within the past 10 years.
- For the CFP examination, you must be a CFP professional and have completed the CFP exam within the past 15 years and;
- You must not be involved in the teaching or training of future QAFP or CFP professionals
- No conflicts of interest (i.e. exam preparatory course providers or any other situation where the information discussed or the materials used during the exam development process would constitute as a conflict);
- 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.
- Available to attend a brief training session the week prior to the mock exam.

Apply Now

If you are interested in this opportunity, please email [Jasvir Chauhan](mailto:jasvir.chauhan@fpca.ca), QAFP Examination Coordinator to apply. In your email, please indicate if you are interested in writing the QAFP or CFP mock examination.

Our Commitment to Inclusion and Diversity

FP Canada values inclusion and diversity, and different perspectives and experiences; and we are committed to working towards an inclusive and diverse organization, reflective of Canada's population. We encourage candidates who identify in traditionally underrepresented communities (women, racialized persons, indigenous persons, LGBTQ2S+ and persons with disabilities) to apply.

Our Commitment to Accessibility

FP Canada is committed to ensuring equal access and participation for people with disabilities in accordance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA). FP Canada will provide accommodation on request throughout the recruitment, selection and/or assessment process for applicants with disabilities.