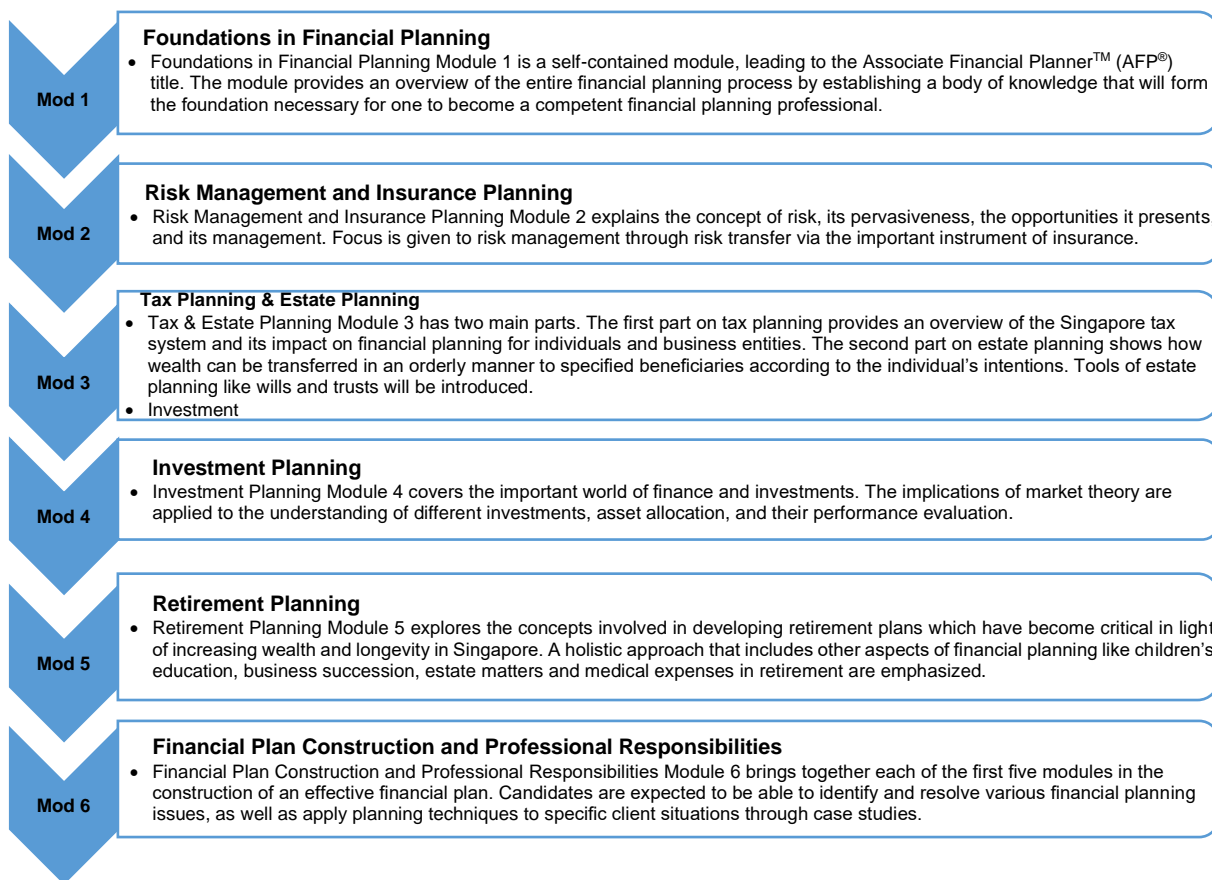


## Frequently Asked Questions

### Q1. What are the outline and highlights of each module of the CFP Certification Program?



### Q2. CFP® Certification Program progressive pathway and requirement(s)

Pass	Title Earned	Requirements
Module 1	AFP® (Associate Financial Planner™)	<ul style="list-style-type: none"> <li>No minimum work experience is required to hold the title.</li> <li>Enroll with any one of FPAS' approved Education Provider</li> <li>GCE "A" Level Certificate OR Diploma OR minimum 3 years of relevant working experience.</li> </ul>
Modules 1, 4 & 5	AWP <sup>CM</sup> (Associate Wealth Planner)	<ul style="list-style-type: none"> <li>No minimum work experience is required to hold title.</li> </ul>
All 6 Modules	CFP® (Certified Financial Planner™)	<ul style="list-style-type: none"> <li>Minimum work experience of three years is required to hold the title.</li> <li>Enroll with any one of FPAS' approved Education Provider</li> </ul>

## CFP® Certification Program Requirements

### Q3. How to begin?

**Step 1:** Approach one of [FPAS' approved Education Providers](#) to register for the CFP® Certification program and examination.

**Step 2:** Ensure that you fulfil the following requirements during registration as candidates will not be allowed to sit for the exam should they fail to meet the application requirements.

- GCE "A" Level Certificate OR
- A Diploma from a recognized institution OR
- Possess a minimum of 3 years of relevant working experience. To submit relevant documentation to the education provider for approval.

**Step 3:** You will receive a link to login to your FPAS Account through the registered email that you have provided to your education provider. The account will be created only when FPAS receives the name list from your education provider.

**Step 4:** Login to your FPAS Account upon successful validation of the account to access the E-guide, to view your Module 1 to Module 6 results, to apply for your **AFP**<sup>®</sup> / **AWP**<sup>CM</sup> / **CFP**<sup>®</sup> Certifications, for the annual renewal of your **AFP**<sup>®</sup> / **AWP**<sup>CM</sup> / **CFP**<sup>®</sup> Certifications, and all certification matters. Kindly ensure that your profile is updated, and your name is indicated in the account that will be the **name\* printed on your Certificate**.

*Note: \*There will be a fee of S\$27.25 (inclusive of 9% GST on and after 01 Jan 2024) chargeable for any name change request.*

#### **Q4. Certification registration process and application for Exemption.**

##### **Exemptions are offered for the following program only:**

- 1) Association of Chartered Certified Accountants (ACCA) is exempted from CFP<sup>®</sup> Module 3 – Taxation and Estate Planning.
- 2) Certified Public Accountant (CPA) is exempted from CFP<sup>®</sup> Module 3 – Taxation and Estate Planning
- 3) Chartered Financial Analyst (CFA) is exempted from CFP<sup>®</sup> Module 4 – Investment Planning
- 4) SUSS's Bachelor of Science in Finance is exempted from CFP<sup>®</sup> M1 to M5.
- 5) Affiliates CFP<sup>®</sup> practitioners who wish to obtain the CFP<sup>®</sup> Certification credential in Singapore. Please submit a copy of the CFP<sup>®</sup> certification awarded by your home country for the application for exemption to [FPAS Certification](#). The modules exempted and exemption procedures will be informed through email.

##### **Note:**

- i) You are required to submit the completed and endorsed [Exemption Application Form](#) together with relevant supporting documents (eg. Result slip/ certificate and renewal receipts) and email to FPAS at [support@fpas.org.sg](mailto:support@fpas.org.sg) to facilitate your request.
- ii) There will be an admin fee of \$54.50 (inclusive of GST) payable for the application.
- iii) Upon successful exemption granted, there will be an exemption fee S\$196.20 (inclusive of 9% GST on or after 01 Jan 2024) payable for each module granted.

#### **Q5. Who are FPAS' Approved Education Providers (EPs)?**

- Visit the [FPAS website](#) for the latest details.

#### **Q6. How is the CFP<sup>®</sup> Certification Program conducted?**

- All classes are conducted online due to the Covid-19.
- Kindly contact your Education Provider for the program schedule.

#### **Q7. I am unable to view the course E-guide, what should I do?**

- Only Windows desktop/laptop is supported. iOS or mobile devices including tablet are not supported.
- Please update your Adobe Reader to the latest version to view the e-guide.

#### **Q8. How do I register for Examination?**

- Examination registration period is opened two (2) months before examination.

- Students register for the exam module(s) through their EPs including retake students.
- Click here for the [Exam Schedule](#).

### Q9. What sort of confirmation from FPAS will I receive regarding my examination registration?

- The Exam Entry slips will be sent to registered candidates two (2) weeks before the exam date of each module.

#### Candidate MUST:

- Be an active FPAS (Student/AFP®/AWP<sup>CM</sup>) member and;
- Sign up with FPAS' Approved Education Provider

#### Examination registration fees on and after 01 Jan 2024:

Modules	Exam Fees (S\$)	Exam Fees (inclusive of 9% GST) (S\$)
New Student (M1 Registration)	\$300	\$327.00
Modules 2 to 5	\$180	\$196.20
Module 6	\$280	\$305.20

#### Exam withdrawal:

- Cancellations and withdrawals are **subject to education provider's approval**. Fees made are not refundable.
- For deferment request, candidates are required to submit their written request together with appropriate supporting documents to your education provider.

### Q10. Exam Structure

A. The structure of the E-Assessment are as follows:

Module Format	Exam Duration	Exam
Module 1: Foundations in Financial Planning	3 hours	95 MCQs
Module 2: Risk Management & Insurance Planning	3 hours	95 MCQs
Module 3: Tax Planning & Estate Planning	3 hours	95 MCQs
Module 4: Investment Planning	3 hours	95 MCQs
Module 5: Retirement Planning	3 hours	95 MCQs

B. The structure of the physical exam is as follows:

Module Format	Exam Duration	Exam
Module 6: Financial Plan Construction & Professional Responsibilities	3.5 hours* (*including of 30 mins reading time)	Case Study

**Candidates will be notified of the exam venue through the Exam Entry Slip that will be sent 2 weeks before Module 6 exam date.**

**Note: Candidates are required to pass all 6 modules within 7 years from M1 pass date.**

### Q11. What must I bring to the examination venue?

#### Physical Examinations

1. Exam Entry Slip
2. NRIC or Passport (Digital NRIC is NOT allowed)
3. Writing material allowed: <ul style="list-style-type: none"><li>• 2B pencils and erasers (for Module 1 to Module 5)</li><li>• Black/Blue pen and correction tape (for Module 6)</li></ul> <p><i>* Only writing materials are allowed into the exam hall.</i></p>
4. A calculator of a model approved by FPAS
5. Water bottle

#### E-Assessment

#### Refer to FPAS E-Assessment Policies & Procedures

Click here for the [Exam Policies](#).

### Q12. When are examinations held?

The examinations are held three (3) times a year in March (Cycle 1), July (Cycle 2) and November (Cycle 3).

### Q13. How many modules can I attempt in one exam cycle?

1.	New students are allowed to attempt Module 1 to Module 5 upon registration. Module 1 is mandatory for first-time new registration.
2	Module 6 can only be attempted upon successful passing of Modules 1, 2, 3, 4 and 5.
3.	There is <b>no limit to the number of times</b> a candidate may retake a module examination. Candidates have a maximum of 7 years to complete the CFP® program.

### Q14. Additional documents provided during the examination

Module 1	Tax rate table or any information applicable to the exam
Module 2	Tax rate table or any information applicable to the exam
Module 3	Tax rate table or any information applicable to the exam
Module 4	Tax rate table or any information applicable to the exam
Module 5	Tax rate table or any information applicable to the exam
Module 6	Tax rate table or any information applicable to the exam

**Note: Formula sheet will not be provided during the examination.**

### Q15. Exam Content Coverage

The Exam Content Coverage is based on 6-month ruling guidelines.

### For example:

- Ruling/Policy change/Announcements made **before** 1 October 2021, it will be tested in exam in March 2022
- Ruling/Policy change/Announcements made **after** 1 October 2021, it will **not** be tested in exam in March 2022

### Q16. Examination fee for re-taking of examination.

Modules	Retake Exam Fees (S\$)	Retake Exam Fees (inclusive of GST) (S\$)
Modules 1 to 5	\$180	\$196.20
Module 6	\$280	\$305.20

### Q17. FPAS' Re-examination Procedure

- There is no limit on the number of times the candidate can retake the examination.
- Candidates who did not pass, may re-sit the exam in the following exam cycle.
- The candidate is required to pay the retake examination fees.
- Candidates have a maximum period of 7 years from the M1 passing date, to complete the entire CFP® Certification program.
- If the candidate exceeded the 7 years, kindly write in to [support@fpas.org.sg](mailto:support@fpas.org.sg) to appeal for extension. There will be an admin charge regardless of the outcome of the appeal. The appeal process will take about 7 working days.
- The admin fee \$54.50 (inclusive of 9% GST) payable for the appeal exceeded the 7 years.
- Alternatively, the students can opt to sign up as a new student and restart from M1.

### Q18. FPAS' Exam Appeal Process

- Examination materials are not available for review.
- Candidates may write to FPAS at [support@fpas.org.sg](mailto:support@fpas.org.sg) for exam appeal application.
- The email must include the Student's Name, NRIC/Passport no., Examination Date and Module.
- The Certification Board will review comments relating to the examination but will not make written responses to the comments.
- Admin fee for Module 1 to Module 6 is applicable regardless of the outcome of the appeal.

a) Admin fee with 9% GST on or after 01 Jan 2024.

Modules	Admin Fee (inclusive of GST) (S\$)
Modules 1 to 5	\$59.09
Module 6	\$127.33

- The request must be made within **3 calendar days** from the date of result slip.

### Q19. Examination Results

- Candidates will be notified of their examination result through their **registered email** with FPAS.
- Candidates can also log in to their [FPAS Account](#) to view their results.
- FPAS **will not disclose** examination results through **telephone** or **fax**.
- [Click here](#) for the Examination Schedule to find out the result released date.

### Q20. Non-receipt of result slip

- Duplicate result slips request should be made in writing to [support@fpas.org.sg](mailto:support@fpas.org.sg) within **3 calendar days** from the date of result released date.

## Q21.What are the Student, AFP®, AWP<sup>CM</sup> and CFP® eligibility for application?

All certification application is through [FPAS Account login page](#).

a) Upon successful registration, your Student account will be created.

### b) Application for AFP® Certification

- Must PASS Module 1 (Foundations in Financial Planning).
- Certificants will be qualified to apply for the AFP® certification.
- Certification fee of \$129.60 (inclusive of GST) is payable.
- Upon application of AFP®, your Student status will be archived.
- You will be receiving an email to collect the AFP® Certificate upon successful payment received. It will take about 2 weeks from the payment date.
- Certificants can officially use the **AFP® designation upon issuance of the certificate**.

### c) Application for AWP<sup>CM</sup> Certification

- Must PASS Module 1 (Foundations in Financial Planning), Module 4 (Investment Planning) and Module 5 (Retirement Planning).
- Certificants will be qualified to apply for the AWP<sup>CM</sup> certification.
- Certification fee of \$129.60 (inclusive of GST) is payable.
- Upon application of AWP<sup>CM</sup>, your AFP® certification will be archived.
- You will be receiving an email to collect the AWP<sup>CM</sup> Certificate upon successful payment received. It will take about 2 weeks from the payment date.
- Certificants can officially use the **AWP<sup>CM</sup> designation upon issuance of the certificate**.

### d) Application for CFP® Certification

- Must PASS all modules (Modules 1 to 6).
- Certificants will be qualified to apply for the CFP® certification.
- Certificants are required to login to the FPAS Account and fill in the E-Form that includes fulfilling the requirement of having at least 3 years relevant work experience.
- Certificants who did not meet the requirements will be required to provide a letter of reference from their organization on the role and responsibilities or a letter of reference from a CFP® Professional with more than 5 years' experience in the industry.
- **Code of Ethics attendance is compulsory for new CFP® applicants who are non-practitioners and without MAS RNF license.**
- Upon approval, certificants will receive an email from FPAS to proceed with the payment. Certification fee of \$250.70 (inclusive of GST) is payable.
- Upon approval of CFP® application, your AWP<sup>CM</sup> certification will be archived.
- You will be receiving an email to collect the CFP® Certificate, CFP® Folder and CFP® Pin upon successful payment received. It will take about 2 weeks from the payment received date.
- Certificants can officially use the **CFP® designation upon issuance of the certificate**.

### Important note:

1. Candidates are required to pass all 6 modules within 7 years from M1 pass date.
2. You understand that FPAS **issues** you a certification to use the marks ASSOCIATE FINANCIAL PLANNER™ (AFP®), ASSOCIATE WEALTH PLANNER™ (AWP<sup>CM</sup>), and CERTIFIED FINANCIAL PLANNER™ (CFP®). The rights of use of AFP®, AWP<sup>CM</sup>, and CFP® certification marks are limited to a fixed period i.e. one year, three years, or five years as indicated on any certification issued to you. At the end of such a period, if the certification is not renewed, the certification will expire and any right to use the marks will terminate upon expiration of the said certification. If you fail to comply with reinstatement requirements, you must cease the use of the marks immediately. FPAS may relinquish any rights to your use of their marks if you fail to maintain your certification status.

## Q22. Certifications Process

### Certificate Fee

Certification Type	Fee per year (inclusive of GST)
Student	\$130.80
AFP®	\$130.80
AWP <sup>CM</sup>	\$130.80
CFP®	\$250.70

### Renewal Certificate Fee (inclusive of GST)

Certification Type	Fee per year (inclusive of GST) S\$	3 Years Renewal (10% discount)	5 Years Renewal (15% discount)	Renewal Requirements
Student	\$130.80	\$353.16	\$555.90	Nil.
AFP®	\$130.80			
AWP <sup>CM</sup>	\$130.80			
Certification Type	Fee per year (inclusive of GST) S\$	3 Years Renewal (10% discount)	5 Years Renewal (15% discount)	• Renewal Requirements
CFP®	\$250.70	\$676.89	\$1,065.48	<ul style="list-style-type: none"><li>Existing CFP® certificants to provide RNF number and company name to be exempted from attending the Code of Ethics.</li><li>Existing CFP® certificants without RNF are required to attend the Code of Ethics course every 2 years.</li></ul>

## Q23. Reinstatement Request

Candidates are required to submit the duly completed [Reinstatement Application Form](#) with supporting documentation listed below together with this application.

- i) Result Slip/ Certificate
- ii) Email correspondence on payment receipt for certification fees paid or renewal notification

There will be an admin fee of S\$109.00 payable for the application. The admin fee is non-refundable regardless of the outcome of the application. Upon successful reinstatement granted, there will be a reinstatement fee (inclusive of GST) payable.

Following are the payment modes available:

1. For **Internet Banking transfer**, kindly remit to:  
Bank: DBS Bank  
Bank Address: DBS Asia Central, MBFC Tower 3, 12 Marina Boulevard  
Bank Account Name: Financial Planning Association of Singapore  
Bank Account Number: 003-911277-7  
Bank Code: 7171  
Branch Code: 003



Swift Code: DBSSSGSG

**\*Important note:**

- 1) Send the proof of payment to [support@fpas.org.sg](mailto:support@fpas.org.sg)
- 2) Indicate your NAME, NRIC, Mobile no. and purpose of payment.

2. For **PAYNOW**, FPAS UEN No. is S99SS0008L

**\*Important note:**

- 1) Send the proof of payment to [support@fpas.org.sg](mailto:support@fpas.org.sg)
- 2) Indicate your NAME, NRIC, Mobile no. and purpose of payment.

FPAS shall reply within 5 working days upon submission of the above and payment receipt. The outcome of the application will be informed through email. FPAS reserves the right to change the reinstatement criterion without notice.

#### **Q24. Exemptions to Capital Markets and Financial Advisory Services (CMFAS) and Institute of Banking and Finance (IBF) with CFP® Certification**

<b>Certifications</b>	<b>Qualify For</b>	<b>Application</b>
AFP®	IBF Qualified (Level 1 Accreditation)	Submit application through <a href="#">IBF website</a>
AWPCM	IBF Advanced (Level 2 Accreditation)	Submit application through <a href="#">IBF website</a>
CFP®	IBF Advanced <ul style="list-style-type: none"><li>▪ Level 2 Accreditation</li><li>▪ Level 3 Accreditation – with more than 7 years of relevant experience</li><li>▪ Exempted from CMFAS Module 8 and 9</li></ul>	Submit application through <a href="#">IBF website</a>

#### **Q25. How do I renew my AFP®/ AWP<sup>CM</sup>/ CFP® certification?**

You will receive three notifications via email at 90, 60, and [30 days](#) before your certification is set to expire. These notifications serve as a reminder for you to take action and prevent any potential reinstatement fees.

[How-to: CFP Certificate Renewal Video Guide](#) is provided in the notification email to guide you through the renewal process.

Step 1: Go to FPAS website ([www.FPAS.org.sg](http://www.FPAS.org.sg)) and click on [LOGIN](#) at the top right.

Step 2: Enter your Email and Password

Step 3: Go to CERTIFICATION tab and click MAKE PAYMENT

Step 4: Confirm Renewal Options - 1 Year Renewal, 3 Year Renewal (10% discount) or 5 Year Renewal (15% discount) and click GENERATE INVOICE to proceed with the payment.

Step 5: Choose either one-time payment or recurring payment with your Credit Card or Debit Card to finalize the transaction. PayPal is the default payment method. Nonetheless, if you do not have a PayPal account, you may sign-in as Guest to complete the transaction.

Step 6: System will generate email to candidates on successful payment made with Receipt attached.

Step 7: System will update the Expiry Date upon successful payment made.

To ensure you receive these notifications, it is important to have an active FPAS Account with a valid email address in the system.