Table of Contents

What Is the CPA/PFS Credential? ................................................................. 2
7 Great Reasons to Obtain the CPA/PFS Credential .................................. 2
CPA/PFS Pathway — Your Professional Development Roadmap ............. 3
Valuable Resources, Tools & Information .................................................. 4
CPA/PFS Application Process (It’s easy to apply!) .................................... 5
CPA/PFS Body of Knowledge .................................................................... 6
Experience Requirement ............................................................................ 8
Education Requirement ............................................................................ 8
Examination Requirement ........................................................................ 9
Reinstating a Lapsed CPA/PFS Credential ................................................ 9
FAQs .......................................................................................................... 10
Preparing for a PFS Exam ......................................................................... 11
Costs to Prepare for and Take the PFS Exam ........................................... 12
PFS Exam Scholarship Program Application ......................................... 13–14
PFS Credential Application ..................................................................... 15–16
What Is the CPA/PFS Credential?

All financial planners are not created equal. The AICPA’s Personal Financial Specialist (PFS™) credential is granted exclusively to CPAs with the powerful combination of extensive tax expertise and comprehensive knowledge of financial planning. This knowledge is critical for obtaining the most valuable, objective advice possible. All areas of personal financial planning — including estate, retirement, investments and insurance — have tax implications, and only CPA/PFS professionals have the experience, ethics and expertise to get the job done right.

THE CPA/PFS CREDENTIAL PROGRAM HAS SEVERAL KEY OBJECTIVES:

1. Increase public awareness of CPA/PFS as the preferred personal financial planning credential
2. Help credential holders promote their practices through the PFP website and the development of CPA/PFS marketing tools
3. Enhance the quality of PFP services that CPA/PFS professionals provide
4. Increase practice development and career opportunities for CPA/PFS credential holders

7 Great Reasons to Obtain the CPA/PFS Credential

1. Distinguishes you from other financial planners — only CPAs can hold the CPA/PFS credential
2. Affirms your value to current and potential clients and employers, and inspires a greater level of confidence in your expertise
3. Indicates your continual dedication to improving your financial planning skills and expertise
4. Enhances your image as a trustworthy financial adviser: Only active AICPA members who abide by the AICPA code of conduct can hold the CPA/PFS credential
5. Provides the tools you need to best serve your clients, including Forefield Advisor communication tools, practice aids and timely, targeted webcasts
6. Increases opportunities for client referrals from other practitioners, attorneys, bankers and consumers
7. Affords access to a CPA community in which you can share, debate, network and communicate with other personal financial planning experts
CPA/PFS Pathway — Your Professional Development Roadmap

Use the following steps as a guide to obtaining the CPA/PFS credential. Depending on your experience level, you may need in-depth education (Step No. 2) or a high-level course (Step No. 3) or a combination.

1. **Join the PFP Section**
   The PFP Section provides discounts on the education, review and exam materials that exceed the $205 membership. Additionally, members have access to resources and participate in a community of like-minded CPA financial planners.

2. **Develop Specialized Knowledge Through Education**
   The PFP Section offers six courses covering the financial planning process and tax, estate, retirement, investment and insurance planning. These in-depth self-study courses make up a comprehensive curriculum that can be taken in whole or in part. Additional choices include webcasts and the Advanced PFP Conference.

3. **Prepare for and Pass the PFS Exam**
   The AICPA offers three exam-preparation choices covering both technical topics and the professional responsibilities of a CPA doing personal financial planning:
   - A self-study exam review course that includes review digests, case studies and practice questions (32 CPE credits)
   - A 2½-day PFP Boot Camp class is offered twice a year (24 CPE credits)
   - An online broadcast of the PFP Boot Camp is offered twice a year (20 CPE credits)
   The PFS Exam Sponsorship program provides qualifying PFP Section members with a reimbursement of up to $200–$600 of their exam preparation costs. Use the exam’s Content Specification Outline to learn more about the topics covered (aicpa.org/PFSexam).
   
   The PFS Exam is a 4½-hour comprehensive multiple-choice question exam utilizing case studies to emphasize the integrated aspect of planning. It is offered at testing centers nationwide semi-annually. CPAs holding the CFP® or ChFC designations can waive the PFS Exam requirement.

4. **Apply for the PFS Credential**
   Verify the education and experience requirements have been met and apply for the credential online at aicpa.org/pfp/pfs.

5. **Succeed as a CPA/PFS Credential Holder**
   You have many resources available to you as a credential holder to market your expertise and add or enhance your firm’s PFP services. Take advantage of these to promote CPA involvement in personal financial planning.

   More information on how to navigate the PFS Roadmap via the steps above can be found at aicpa.org/pfsroadmap.
Valuable Resources, Tools & Information

CPA/PFS CREDENTIAL HOLDERS RECEIVE:

**CPA/PFS Marketing Toolkit** — Includes CPA/PFS logos and guidelines, media and public relations resources, PowerPoint templates, sample press releases, press releases and talking points on current topics, copy-ready print advertisements and client brochures

**Consumer Referral Program** — Clients can visit aicpa.org/PFP to learn why they should choose a CPA/PFS, and search a database of CPA/PFS credential holders at findaCPAPFS.org

**Public & Media Awareness Program** — Public relations opportunities, e.g., writing, speaking and media interviews, plus media training for CPA/PFS credential holders

PLUS THESE PFP SECTION BENEFITS:

**Technical Resources** — Tools and information via the PFP Center website

- **Client Education and Communication Tool** — Forefield Advisor includes 3,500+ technical and leg/reg topics explained in layman’s terms ($469 value; free to PFP Section members)

- **Practitioner Newsletter Service** — Bob Veres’ Inside Information is considered a must-read by seasoned CPA financial planners ($349 value; free to PFP Section members)

- **Free Webcasts and Related Materials** — CPA experts from around the country host timely seminars on estate, tax, investment, retirement, insurance planning, practice management and leg/reg issues (discounted CPE available — save $200 a year!)

- **Resource Guides for CPAs** — Such as the four-volume *The CPA’s Guide to Financial and Estate Planning* and the *The CPA’s Guide to Social Security Planning*

- **PFP Practice Center** — Resources for starting or growing a CPA financial planning practice; includes practice guides such as *The CPA’s Guide to Investment Advisory Business Models*, *The CPA’s Guide to Technology in a PFP Practice* and *The CPA’s Guide to Developing and Managing a CPA Practice*

- **CPA-Customized PFP Implementation Tools** — Access to the Fox Financial Planning Network; both free content and deeply discounted resources (training videos and workflow documents)

**Money-Saving Discounts** — $100 off already-reduced AICPA member prices for AICPA PFP-related conferences; 20% off already-reduced prices for selected AICPA PFP publications; 20% off Forefield Newsletters; discounted CPE; and discounts on other products

**A Voice in Leg/Reg Issues** — As the voice of CPA financial planners on Capitol Hill, the PFP Section protects the public — and member — interest
PFS Application Process (It’s easy to apply!)

Apply online (quickest):
1. Go to aicpa.org/pfp/pfs and click the JOIN button.
2. Check off the boxes for the examinations, education, experience and attestations.
3. Include payment information for your application fee and submit the application.

Apply with paper application:
1. Obtain a copy of the PFS application
   Use the one in the back of this application kit or download one from aicpa.org/PFP (click on “Download PFS Application” under the Membership tab)
2. Complete and sign the application form
3. Submit your completed application and application fee
   Payable by check or credit card

Initial Certification Requirements
- Regular AICPA membership in good standing
- Valid, unrevoked CPA permit, license or certificate issued by a legally constituted state authority, and which is in active status
- Completed PFS application indicating fulfillment of all requirements
- Payment of PFS application fee

PFS Recertification Requirements
To maintain an active CPA/PFS credential, and maintain access to all of the accompanying resources and tools, CPA/PFS credential holders must pay an annual renewal fee of $360 and meet the following CPA/PFS recertification requirements every three years:

1. Regular AICPA membership in good standing
   Valid and unrevoked CPA permit, license or certificate issued by a legally constituted state authority
2. 60 hours of CPE related to the CPA/PFS Body of Knowledge
3. Submission of a signed Statement of Intent to comply with all recertification requirements
   PFS credential holders will be instructed to attest to meeting those recertification requirements online at the appropriate time.

PFS Annual Audit
A percentage of approved PFS applications and recertifications are selected for random audit by the AICPA. Any misrepresentations or incorrect information provided to the AICPA can result in disciplinary action, including suspension or revocation of CPA/PFS eligibility and/or the CPA/PFS credential.
CPA/PFS Body of Knowledge

Eligible business experience and education and Lifelong Learning must fall within the nine practice areas comprising the CPA/PFS Body of Knowledge.

   - Helping clients establish their financial goals
   - Reviewing income and spending patterns; developing recommendations for cash flow management and budgeting
   - Performing “time value of money” calculations for decisions such as refinancing a home or buying vs. leasing a motor vehicle

2. **Income Tax Planning**
   - Advising clients regarding federal and state income tax consequences of their financial decisions
   - Helping clients split income among family members through use of family partnerships, employment arrangements, gifts and trusts, installment sales, etc.
   - Advising clients on issues related to personal decisions, such as marriage or divorce (e.g., property settlements, retirement plan asset division, alimony, child support)

3. **Insurance Planning**
   - Analyzing client exposure to risks and recommending methods for managing risk
   - Advising clients on various types and uses of life insurance
   - Helping clients minimize their financial risks from disability, illness, property damage, and personal and professional liability
   - Planning for long-term health care for clients and their families
   - Reviewing proposed policies to ensure clients’ needs are satisfied
   - Reviewing income and estate tax aspects of insurance coverage with clients

4. **Investment Planning**
   - Year-end capital gain/loss recognition planning; deferral of capital gain strategies
   - Reviewing client investment preferences and risk tolerance to help them develop appropriate investment strategies
   - Discussing available investment options with clients
   - Monitoring the performance of invested assets
   - Providing asset allocation recommendations
   - Recommending investments or helping clients build portfolios
   - Managing client assets
5. Financial Independence (Retirement Planning)
   - Helping clients develop or refine retirement planning goals; determining cash requirements to realize those goals
   - Calculating savings needed to meet retirement cash requirements and analyzing available retirement plans
   - Reviewing limits on and tax consequences of contributions to or distributions from retirement plans
   - Establishing retirement plans
   - Planning for retirement plan withdrawals
   - Assisting clients with maximizing their Social Security benefits
   - Planning for post-retirement succession of a closely held business

6. Employee Benefits
   - Evaluating or reviewing various benefits (equity, fringe, insurance) available to employees of public and private companies
   - Examining the implications of strategies for timing exercise and sale of equity employee benefits
   - Examining tax implications of benefits for employer and employees

7. Estate Planning
   - Helping clients develop or refine their financial and personal estate planning goals
   - Estimating liabilities for federal estate tax, state death taxes and other obligations; determining cash needs upon death
   - Developing recommendations to meet financial obligations upon death
   - Reviewing tax and probate considerations of various forms of property ownership; making recommendations on the titling of assets
   - Developing strategies for minimizing estate and death taxes and achieving the clients’ other estate-planning goals
   - Recommending or reviewing various instruments (e.g., wills, powers of attorney, trusts) for use in achieving goals
   - Planning for post-mortem succession of a closely held business (e.g., buy-sell agreements, estate freeze techniques, valuation issues)

8. Charitable Planning
   - Evaluating clients’ assets to use for charitable giving
   - Determining the advantages and disadvantages of charitable giving through different vehicles (e.g., conservation easements, charitable trusts, life insurance)
   - Summarizing income tax consequences of various charitable giving options

9. Other Personal Financial Planning Issues
   - Defining clients’ housing goals
   - Evaluating cost of education and educational options
   - Planning income needs and evaluating division of assets during a divorce
   - Recognizing business liability exposure for business owners

Since these areas are also covered in the PFS Exam, please view the PFS Exam Content Specification Outline (CSO) at aicpa.org/pfp/pfs for additional examples.
Experience Requirement

A CPA/PFS candidate must meet the following business experience requirements within the five-year period preceding the date of the PFS application:

- 2 years of full-time experience (or 3,000 hours equivalent) in personal financial planning. Note: A full-time equivalent is defined as 1,500 hours per year.
- Up to 1,000 hours of tax compliance experience can count toward the total experience requirement.

For candidates in academia, a qualified credential holder should be a full-time professor and have taught at least 4 accredited college courses with 50% of their material included in the CPA/PFS Body of Knowledge.

Education Requirement

A CPA/PFS candidate must earn 75 hours of personal financial planning education CPE within the five-year period preceding the date of PFS application.

CPAs are responsible for complying with all applicable CPE requirements, rules and regulations of state boards of accountancy, as well as those of membership associations and other professional organizations. Visit aicpa.org/cpe to become familiar with the CPE Standards issued by AICPA and NASBA, learn the CPE requirements for AICPA members, and find out the specific CPE requirements for each state board and society. The following categories of education are eligible:

**Continuing Professional Education (CPE)**
Credit will be given for formal programs of learning in self-study or group-study format on topics relevant to the CPA/PFS Body of Knowledge.

1. **The AICPA offers PFP-specific education in a partnership with The American College.** Using the same materials as similar courses at The American College, the AICPA makes it available to members in a less expensive self-study format with CPE. The course topics cover each of the major areas of financial planning in depth. In addition, the AICPA offers a PFS Exam Review course that also qualifies for CPE. For more information go to aicpa.org/pfp/pfs.

2. **Approved Courses at an Accredited University or College**
For university or college courses taken within the CPA/PFS Body of Knowledge that meet CPE requirements.

3. **Presenting**
Instructors receive credit for preparation and presentation of CPE or college credit courses on topics within the CPA/PFS Body of Knowledge.

4. **Authoring**
Writers of published articles, books or CPE programs on topics within the CPA/PFS Body of Knowledge will be given credit for research and writing time if this time increases professional competence.
Reporting Requirements to Support CPA/PFS Education

The AICPA recommends that you maintain the following records about your education because it is subject to random audit and may need to be verified by the AICPA:

- Title of program/session
- Related body of knowledge subject matter
- Number of CPE credits awarded to participants or length of presentation
- Date(s) and location of presentation

Authoring:
- Title of work
- Related body of knowledge subject matter
- Name of publisher
- Type of publication
- Date published
- Number of hours to prepare

Examination Requirement

All PFS applicants are required to pass the comprehensive PFS Exam. For more information on the PFS Exam, when it is offered, and how to prepare, go to aicpa.org/PFSexam. However, if you have passed either of the following exams, you are waived from this requirement:

- Certified Financial Planner (CFP®) exam
- Chartered Financial Consultant (ChFC) exam

Reinstating a Lapsed CPA/PFS Credential

CPAs who have held the CPA/PFS credential in the past can reinstate their credential by attesting that they have taken at least 60 hours of PFP-related CPE in the last three years.

There is a one-time $100 reinstatement fee, in addition to the annual fee of $360 if this is your only AICPA credential, or $210 if already hold either the ABV, CFF or CITP credentials. The link to the PFS reinstatement form can be found at aicpa.org/pfp/pfs.
FAQs

Q. Do I have to be a CPA and a member of the AICPA to apply?
A. Yes. You must be a CPA member in good standing of the AICPA and hold an unrevoked CPA permit, license or certificate issued by a legally constituted state authority, and which is in active status. The CPA/PFS credential is granted exclusively by the AICPA.

Q. Do I need an active CPA license to practice public accounting to become a CPA/PFS?
A. Yes. You must hold a valid and unrevoked CPA permit, license or certificate issued by a legally constituted state authority, and which is in active status.

Q. How do I prepare for the PFS Exam?
A. The AICPA offers a self-study PFS Exam Review Course and a PFP Boot Camp class, both online and in-person, and, if more in-depth education is needed, additional self-study education courses in various areas of financial planning.

Q. Do I need to be a PFP Section member in order to apply to become a CPA/PFS credential holder?
A. No. You need to be an AICPA member in good standing and meet the unrevoked CPA certificate requirement. PFS holders receive complimentary PFP Section membership.

Q. If I don’t meet the requirements to become a CPA/PFS credential holder, is there another way to get information about personal financial planning?
A. Yes. You may join the PFP Section — the only requirement is AICPA membership in good standing. (Non-CPAs must join the AICPA as a Non-CPA Associate.)

Q. Does the AICPA audit CPA/PFS applications?
A. Yes. A percentage of approved applications are selected for random audit. Any misrepresentations or incorrect information may result in disciplinary action, including suspension or revocation of CPA/PFS eligibility and/or credential.

Q. How do I apply for a waiver of the Series 65 based on my CPA/PFS credential?
A. If you have supplied your individual (not your firm’s) CRD number on your CPA/PFS application, you are included in a file the AICPA sends weekly to FINRA. Check the box on FINRA’s Form U-4 that indicates you hold the CPA/PFS credential; FINRA will compare your U-4 information against the AICPA file (authorizing the Series 65 waiver).

If you receive notice FINRA does not have a record of your CPA/PFS, it may be due to a missing/incorrect CRD number on your PFS application. Contact the AICPA Member Service at 888.777.7077 to update your CRD number; then, resubmit the U-4 to FINRA.

Q. I have applied for the CPA/PFS credential. What happens next?
A. Once application and payment have been submitted either via online or paper application, the AICPA will review and issue an approval letter. At this time:

1. Individuals may use the CPA/PFS credential in accordance with the rules of the state in which they practice. Members are not authorized to use the credential until they receive this notice.

2. At the applicant’s request, their state society will be notified so the information can be promoted in state society newsletters.

3. A CPA/PFS certificate and welcome kit will be sent to the successful candidate under separate cover.

Q. What is required to maintain the CPA/PFS credential?
A. Credential holders must pay an annual $360 fee and meet PFS recertification requirements every three years:

1. AICPA membership in good standing
2. Valid and unrevoked CPA certificate issued by a legally constituted state authority
3. 60 hours of CPE related to the CPA/PFS Body of Knowledge
4. Submission of a signed Statement of Intent to comply with all recertification requirements

CPA/PFS credential holders will be instructed to attest to meeting recertification requirements at the appropriate time.
Preparing for the PFS Exam

Whether you are first-year staff or a seasoned CPA, the AICPA Personal Financial Planning (PFP) Section has the resources you need to gain a fundamental understanding of PFP and obtain the CPA-exclusive PFS credential.

Follow the steps outlined below to create your own personalized pathway to the PFS Exam.

1. **Review the PFS Exam Content Specification Outline.**
   This provides both a high-level outline and a more detailed outline of the topics the PFS Exam covers. Use this information to identify areas where additional education or review may be needed, based on your current education and experience.

2. **Use the self-study CPE PFP courses for topics where you need in-depth education.**
   These six courses use The American College textbooks and review material in a self-study CPE format (131 hours of CPE are available). They cover:
   - Financial Planning: Process and Environment
   - Fundamentals of Income Taxation
   - Fundamentals of Estate Planning
   - Planning For Retirement Needs
   - Investments
   - Fundamentals of Insurance Planning

   As a seasoned CPA, you could select a few courses to complement your current knowledge. As a CPA just entering the PFP field, you would benefit from taking all six courses as a solid foundation to build on in the future.

3. **Review the self-study PFS Exam Review Course.**
   This course is a combination of high-level digests with 32.5 hours of CPE that review the technical topics covered in each of the six foundation courses, PLUS practice questions and case studies to help you prepare for the exam.

   For the seasoned CPA, this course provides an overview and refresher on these topics and might be the place for you to start your preparation. You always can fill in with the more in-depth CPE courses if needed.

   For the CPA just entering PFP, this course helps to reinforce what you have previously learned as you get closer to your exam date.

4. **Determine if you would benefit from the PFP Boot Camp class.**
   This class is offered both online and in-person before the beginning of each PFS Exam window and delivers an intensive review of all exam areas. It is fast-paced and assumes that you have a general knowledge of PFP or have completed the review course. This class will identify the final areas of preparation you need to focus on for the exam.

5. **Sign up for the PFS Exam.**
   As you prepare, you should determine which PFS Exam window will fit your schedule and register in advance both to get the date and location you desire and to provide yourself with a target date to improve your study habits. The exam review course has both eight- and 12-week suggested study schedules and the exam website has a suggested study schedule for the final two weeks before your exam date.

For more information on each step, go to aicpa.org/pfp/pfs.
Costs to Prepare for and Take the PFS Exam

As a CPA, you are well aware of the need for professional development. The expertise that you acquire as a part of the exam-preparation process will pay immediate dividends in the form of stronger client relationships and more revenue. Being able to display your CPA/PFS credential clearly demonstrates the results of this certification process to your clients and prospects. The AICPA PFP Section provides a number of ways to reduce the costs related to exam preparation and obtaining the CPA/PFS credential.

Joining the PFP Section
The best discounts are provided to PFP Section members. As you can see below, the $205 annual cost of the PFP Section is more than offset by the savings throughout your exam preparation. You also have access to all of the section resources. For more information on the PFP Section, go to aicpa.org/PFP.

Foundation CPE Education Costs
Each of the six courses is $200 for AICPA members or $150 for PFP Section members. Your total cost will vary depending on the number of these courses taken.

Exam Preparation and Registration Costs
Your total cost will depend on the type of review program you use. The table below summarizes the options and costs of each to PFP Section members:

<table>
<thead>
<tr>
<th>Service</th>
<th>Self-Study Review</th>
<th>In-Person PFP Boot Camp Only</th>
<th>Both Self-Study Course and In-Person PFP Boot Camp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase the Exam Review Course (includes $125 discount for PFP)</td>
<td>$375</td>
<td>n/a</td>
<td>$375</td>
</tr>
<tr>
<td>Attend the Live Review Class (includes $100 discount for PFP)</td>
<td>n/a</td>
<td>$776</td>
<td>$776</td>
</tr>
<tr>
<td>Register for the PFS Exam (includes $100 discount for PFP)</td>
<td>$300</td>
<td>$300</td>
<td>$300</td>
</tr>
<tr>
<td>10% discount if review and exam purchased together on same order</td>
<td>($67.50)</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Out-of-Pocket Costs</td>
<td>$607.50</td>
<td>$1,076</td>
<td>$1,451</td>
</tr>
<tr>
<td>PFS Exam Sponsorship Reimbursement (if qualified — see application in this kit)</td>
<td>($200)</td>
<td>n/a</td>
<td>($600)</td>
</tr>
<tr>
<td>Net Exam &amp; Preparation Costs</td>
<td>$407.50</td>
<td>$1,076</td>
<td>$851</td>
</tr>
<tr>
<td>Total savings as a PFP Section member (included in these prices)</td>
<td>$425</td>
<td>$200</td>
<td>$925</td>
</tr>
</tbody>
</table>
Deadline
Applications must be sent before the exam is taken. Applications must be emailed, faxed, or postmarked no later than the day the applicable exam window begins.

Sponsorship Overview
The AICPA Personal Financial Specialist (PFS) Exam Sponsorship Program is funded by the Association of CPA Financial Planners (ACPAFP). The ACPAFP is a not-for-profit entity that has worked alongside the AICPA to help ensure the success of the CPA/PFS credential. The CPA/PFS Sponsorship program provides awards to PFS Exam candidates who are pursuing the CPA/PFS credential to help offset the cost of the program. These awards are intended to encourage CPAs who have an interest in personal financial planning to complete the credential’s exam requirement and ultimately obtain the CPA/PFS credential. Only one sponsorship payment will be made per person.

Amount
The sponsorship is designed to reimburse expenses incurred to prepare and sit for the PFS Exam. The amount of the sponsorship is dependent on the type of exam review option purchased: self-study, web class and/or live class.

Deadline
Applications must be postmarked no later than the day the applicable exam window begins.

Payment
The applicant should pay the registration fees for the PFS Exam Review Course, Class and/or On-Demand and the PFS Exam at the time of purchase. Applicants will be notified of their approval within seven business days of receipt of your application. After the end of the applicable PFS Exam window, completion of the requirements will be verified and the sponsorship reimbursement paid. Payment is conditional upon completing, not passing, the PFS Exam. Payments for the Level 3 $600 Sponsorship will require a W-9 and will be reported to the IRS as taxable income.

Applying for:
(initial the line that applies)

_____ Level 1 — $200 Sponsorship
Required:
- Self-study PFS Exam Review Course
- PFS Exam

_____ Level 2 — $400 Sponsorship
Required:
- Self-study PFS Exam Review Course
- Online PFP Boot Camp
- PFS Exam

_____ Level 3 — $600 Sponsorship
Required:
- Self-study PFS Exam Review Course
- In-Person PFP Boot Camp
- PFS Exam

Member name ____________________________________________________________  AICPA Member No. __________
Firm Name ______________________________________________________________________________________________
Mailing Address (for payment) ______________________________________________________________________________
Street __________________________________________________________________________________________________
City, State, ZIP ____________________________________________________________________________________________
Phone _______________________________________    Email Address ___________________________________________
Eligibility Requirements
Eligible applicants must satisfy all of the prerequisites listed below before payment will be made:

<table>
<thead>
<tr>
<th>Please initial next to each requirement for the particular sponsorship you desire, verifying that you meet the requirement.</th>
<th>PFS Exam Sponsorship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Level 1 $200</td>
</tr>
<tr>
<td>1. I am a U.S. citizen or a permanent resident (green-card holder).</td>
<td></td>
</tr>
<tr>
<td>2. I hold an unrevoked and valid CPA license or certificate.</td>
<td></td>
</tr>
<tr>
<td>3. I am an AICPA member.</td>
<td></td>
</tr>
<tr>
<td>4. I am a PFP Section member.</td>
<td></td>
</tr>
<tr>
<td>5. I anticipate meeting the CPA/PFS credential’s experience requirement within 6 months of completing the exam. (At least 3,000 hours of PFP experience within the five years preceding the date of the PFS application. Note that up to 1,000 hours of tax compliance experience can count toward the total experience requirement.)</td>
<td></td>
</tr>
<tr>
<td>6. I anticipate meeting the CPA/PFS credential’s education requirement within 6 months of completing the exam. (At least 75 hours of PFP-specific CPE within the five years preceding the date of the PFS application. Note that the PFS Exam Review Course contains 32.5 CPE hours and the Review Class contains 24 CPE hours.)</td>
<td></td>
</tr>
<tr>
<td>7. I have or will purchase the self-study PFS Exam Review Course.</td>
<td></td>
</tr>
<tr>
<td>8. I have or will purchase the online PFP Boot Camp.*</td>
<td></td>
</tr>
<tr>
<td>9. I have or will purchase the In-Person PFP Boot Camp.*</td>
<td></td>
</tr>
<tr>
<td>10. I will complete the PFS Exam.</td>
<td></td>
</tr>
</tbody>
</table>

* Note that while the PFS Exam Review Course is highly recommended as a prerequisite for the PFP Boot Camps, it is a requirement for purposes of receiving the sponsorship payment.

Affirmation

I affirm that the statements given in this application are true and complete to the best of my knowledge and I am submitting this application prior to taking the PFS Exam.

Signature ____________________________________________________   Date  ___________________________

Return this application to the AICPA for processing

Email to: financialplanning@aicpa.org
Fax to: 800.362.5066

Mail to:
AICPA
220 Leigh Farm Road
Durham, NC 27707
Attn: PFP Division, Dan Snyder
(Please contact us at financialplanning@aicpa.org if an approval email is not received within 7 business days.)

Questions? Please contact the AICPA at financialplanning@aicpa.org or call 866.835.2938
All applicants must be AICPA members in good standing.

APPLICANT PROFILE

Member Name ________________________________________________

AICPA Membership No. _____________________________________________

Firm or Organization ____________________________________________________________________________________________

Address _____________________________________________________________________________________________________

City ____________________ State __________________ ZIP ______________

Telephone ( _____ ) _______________ __________________________________________________________________________

Fax No. ( _____ ) _______________ __________________________________________________________________________

Email Address ___________________________________________________________________________________________________

FINRA CRD# (if applicable) ________________________________________________________________________________ Referred By (name) ____________________ (member #) ______________

☐ Please check here if you do NOT want your information to appear in the CPA/PFS referral directory (findaCPAPFS.org).

APPLICANT QUALIFICATIONS

The qualifications for the CPA/PFS credential are based on the following personal financial planning body of knowledge areas:

• Income Tax Planning
• Insurance Planning
• Investment Planning
• Financial Independence (Retirement Planning)
• Employee Benefits
• Estate Planning
• Charitable Planning
• Special Needs

Section 1: Certificate/License

I hold a valid and unrevoked CPA permit, license, or certificate issued by a legally constituted state authority, and which is in active status. ☐

Section 2: Examination Requirement

I have passed at least one of the following exams:

☐ AICPA Personal Financial Specialist (PFS SM) Exam
☐ Certified Financial Planner (CFP) Exam
☐ Chartered Financial Consultant (ChFC) exams

Section 3: Education Requirement

I have completed at least 75 hours of CPE within the last five years from topics covered in the CPA/PFS Body of Knowledge areas listed above. ☐

Education in the CPA/PFS Body of Knowledge areas may include: completion of continuing education courses; presentation of continuing education; and authoring publications on relevant subjects. More information can be found at aicpa.org/pfp/pfs.

Section 4: Experience Requirement

I have met the minimum experience requirement in the topics covered in the CPA/PFS Body of Knowledge areas listed above in the last five years.

• Business: I have at least 3,000 hours of PFP-related experience (2 years full-time equivalent) - 1,000 hours of tax compliance may be included in the total hours ☐
• Academic: I am a full-time professor and have taught at least 4 accredited college courses with 50% of their material included in the CPA/PFS Body of Knowledge ☐
**DECLARATION OF INTENT**

**Declaration**

I hereby affirm that my statements given in the PFS application (and any attachments and additional information I have provided) are true and complete to the best of my knowledge and freely given. I understand that any misrepresentation or omission of facts therein is cause for denial or revocation of the right to use the CPA/PFS credential and logo. If so requested by the AICPA, I will furnish all additional information or documentation as deemed necessary for the verification of the information given here.

**Maintenance of the Credential**

To maintain the CPA/PFS credential, credential holders must pay annual dues and must comply with the following requirements:

1) Maintain membership in good standing in the AICPA.
2) Hold a valid and unrevoked CPA certificate issued by a legally constituted state authority.
3) Recertify every three years. Recertification currently requires that CPA/PFS credential holders: a) Earn 60 hours of continuing education related to Body of Knowledge areas during the three-year period preceding recertification; and b) Submit a written statement of their intent to continue to comply with all the conditions required to maintain the credential.

**Agreement**

1) I understand that I may not use the PFS credential or hold myself out as a CPA/PFS until I have received official notification of my PFS certification from the AICPA.
2) I hereby authorize investigation of all information I provided in the PFS application.
3) I understand that permission to use the CPA/PFS credential is granted for a period of three years. At the end of such period, if CPA/PFS certification is not renewed, certification expires and any right to use the CPA/PFS credential expires.

**PROMOTION CODE**

*Fees may vary from $145 to $360 as unused portion of section dues will be credited against your credential fee

**PAYMENT INFORMATION**

The program enrollment fee for the PFS credential is due upon application submission. Please indicate your credential or membership status, as well as your method of payment, below.

<table>
<thead>
<tr>
<th>Credential or membership status: (Check one)</th>
<th>New CPA/PFS credential $360</th>
<th>Current PFP Section member $360*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current ABV, CFF and/or CITP credential holder $210 (use promo code MULTICRED)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Fees may vary from $145 to $360 as unused portion of section dues will be credited against your credential fee

**PROMOTION CODE**

Apply Online Today! Visit us at: aicpa.org/pfp/pfs and click Join.

Application and payment can be mailed to:

ATTN: Member Service

CPA/PFS credential

AICPA

220 Leigh Farm Road

Durham, NC 27707

Or fax to: 800.362.5066

Please Note: Acceptance of payment does not signify approval of your application. Upon approval, you will receive a welcome kit advising you of your authorization to use the CPA/PFS credential.

Email: PFS@aicpa.org

Call: 888.777.7077 (M–F 9am–6pm ET)