UCLA Extension

Business, Management, and Legal Programs

Personal Financial Planning Certificate: Accelerated Online

Instructor-Led, Fully Interactive

UCLA Extension offers this CFP Board-registered certificate program that equips you with a thorough understanding of the financial planning process. The online curriculum covers the relevant topics that form the basis of, and prepares you for, the CFP® Certification Examination.

The 6-course certificate is recommended specifically for financial professionals who have a minimum of 3 years experience in the financial services industry, or 3 years experience as a CPA, attorney, CLU, CFA, ChFC, or EA. A Series 7 license is also highly recommended.

All candidates completing this program are awarded a certificate that bears the gold seal of the University of California and is signed by the Dean of UCLA Extension.

Personal Financial Planning Certificate: Accelerated Online

This rigorous online certificate program is designed for financial professionals with relevant work experience and credentials who are preparing for CFP® Certification. The 6-course curriculum is comprised of five core courses covering the major disciplines of financial planning and the required Financial Plan Development capstone course. The Accelerated Online program is offered three times per year in conjunction with the March, July, and November CFP Examination dates. Candidates complete the required curriculum within nine months.

Program Curriculum

Program Format

The instructor-led online courses blend live, web-based sessions with online discussion boards, assignments, and testing. Each course is scheduled over a 4-week period and include two 3-hour live sessions each week. The weekly live sessions are scheduled on Tuesdays and Thursdays from 3-6pm PST and are also recorded for later viewing. Students are provided a two week window between courses to pre-study materials for the next course.

Core Courses

X 430.511 Financial Planning Process and Insurance
X 430.512 Investment Planning
X 430.513 Income Tax Planning
X 430.514 Retirement Planning
X 430.515 Estate Planning

A grade of "C" or better is required for the five core courses.

Capstone Course

X 430.516 Financial Plan Development and Presentation Course

This course fully meets CFP Board's educational standards requiring students to complete a financial plan development course. A grade of "B" or better is required for this course.

Program Cost

The program cost of **$4,700** includes fees for the five required core courses, Financial Plan Development capstone course, and a $200 certificate candidacy fee. The program fee does not include the cost for the required pre-study materials, which students must purchase separately. Company and FPA discounts are available.

To Enroll

Students must submit an Application for Candidacy with a non-refundable application fee of $200 and enroll in the first course (X 430.511 Financial Planning Process and Insurance) approximately 1 month prior to the program start date. This will allow

ample time to order and pre-study course materials for the first class session. Students are then recommended to enroll in the subsequent courses two weeks prior to each course section. Visit *uclaextension.edu/pfp_accelerated* to access the program schedule and to enroll.

Course Descriptions

Financial Planning Process and Insurance

X 430.511 Management 4 units *35.25 MCLE / CPE*

This course presents the basics of the financial planning process as well as the legal, ethical, and regulatory issues affecting financial planners. Time value of money concepts also is covered and the principles of risk management and insurance, identifying a client's risk exposure, and selecting appropriate risk management techniques are discussed.

Investment Planning

X 430.512 Management 4 units *35.25 MCLE / CPE*

In the course, students learn about the wide variety of investment vehicles that may be included in a client's portfolio, as well as client assessment, tax considerations, economic factors, valuation methods, asset allocation techniques, portfolio performance evaluation, and more.

Income Tax Planning

X 430.513 Management 4 units *35.25 MCLE / CPE*

This course emphasizes the fundamentals of individual income taxation, the tax implications of various types of businesses, tax-advantaged investments, employee compensation issues and planning, alternative minimum tax, tax traps, and more.

Retirement Planning

X 430.514 Management 4 units *35.25 MCLE / CPE*

This course covers all major retirement related issues, including retirement savings need analysis, qualified retirement plan design, Social Security, and Medicare. Instruction also examines group life, health, and disability insurance; nonqualified deferred compensation; and other commonly provided employee benefits.

Estate Planning

X 430.515 Management 4 units *35.25 MCLE / CPE*

This course introduces students to the process of developing an estate plan, including federal estate and gift taxation, techniques that reduce the size of a gross estate, wills, intestacy, probate, and trusts.

Financial Plan Development and Presentation Course

X 430.516 Management 4 units *35.25 MCLE / CPE*

This capstone course requires students to synthesize and apply elements of comprehensive financial planning and to perform all functions of the financial planning process and apply the CFP Board's Practice Standards.

About our Instructors

Linda Hewitt, CFP®, CRPC, *LindaHewitt@msn.com*

Nancy Le Claire, CFP®, CPA, ChFC, CRPC, *nancy_leclaire@yahoo.com*

As co-founders of Financial Planning Educational Solutions, a training firm that specializes in personal financial planning and the review course for the CFP® Certification Examination, Ms. Hewitt and Ms. Le Claire have worked with numerous clients including Merrill Lynch, Morgan Stanly and Charles Schwab.

CFP® Certification

Recognized as the standard in the financial planning profession, the CFP® certification is highly regarded both by industry and consumers. Candidates seeking the CFP® certification must go through a rigorous process that encompasses the following 4 areas:

- Education
- Experience
- Examination
- Ethics

UCLA Extension's personal financial planning programs are CFP Board-registered and fulfill the educational component of the CFP® certification.

For further information on becoming a CFP® certificant, call the Certified Financial Planner Board of Standards (CFP Board) at (800) 487-1497 or visit their website: *cfp.net*.

CFP® Review Courses

Students who are planning to sit for the CFP® Certification Examination are highly encouraged to enroll in an exam review course in order to fully prepare for this difficult exam. UCLA Extension offers instructor-led review courses, both in-class and online, which are scheduled 3 times per year prior to the March, July, and November exams. Students who complete the Accelerated Online program may enroll in the review course at discounted fee.

CFP® 6-Day Exam Review

This 6-day review course provides an extensive review of the relevant topics that are the basis for the CFP Certification Examination. The interactive environment helps build self-confidence and increase knowledge while providing immediate feedback from the instructors and other participants so you can perform your best on the exam. Exercises review several case studies and employ the necessary techniques to approach the various types of exam questions.
Learn more at *uclaextension.edu/pfp_cfpreview*

Industry Resource Guide

Certified Financial Planner Board of Standards (CFP Board)
Website: *CFP.net*

Financial Planning Association (FPA)
Website: *fpanet.org*

The National Association of Personal Financial Advisors (NAPFA)
Website: *napfa.org*

Financial Industry Regulatory Authority (FINRA)
Website: *finra.org*

Securities and Exchange Commission (SEC)
Website: *sec.gov*

California Department of Insurance
Website: *insurance.ca.gov*

Contact Us

For more information about the certificate, contact Yvette de la Cruz at (310) 206-1578; email: *ydelacru@uclaextension.edu*.

For more information about the program courses and CFP® Review, including course materials, scheduling, discount etc., contact Philip Williams at (310) 206-1689; email: *pwilliams@uclaextension.edu*.

Or visit our website at *uclaextension.edu/pfp_accelerated*.

FAQ: PFP Accelerated Online Program

1. What are the recommended education and experience prerequisites needed for the PFP Accelerated Online Program?
   Because this certificate program is taught at an accelerated pace, students are recommended to have the following experience and academic credentials:

   - **Baccalaureate degree**
     A four year degree (any major) is recommended since this is a requirement for CFP Certification.

   - Work Experience Requirement
     3 year's work experience in investment, banking, insurance or financial planning is recommended or 3-year's experiences as a CPA®, CLU, or ChFC. A Series 7 license is also highly recommended.

2. How does the coursework in this certificate qualify for CFP® Certification?
   The PFP Accelerated Online Certificate is an approved CFP Board-Registered Program and must go through a rigorous re-approval process every two years. To satisfy the educational coursework requirement for the CFP® Certification, students must complete all 6 courses in the certificate. The exception to this requirement is for those individuals who will be sitting for the CFP Examination on a "challenge status" as explained below.

   Challenge Status
   CPA®, Attorney, CFA®, CLU and ChFC designations are deemed by CFP Board to have satisfied the primary educational course-work requirement for the CFP® Certification, though they must still complete the newly required Capstone Course. Thus, these individuals may choose to enroll in the entire Accelerated Online Program, any of the individual courses, or just the new capstone course required by the CFP® Board entitled X430.516 *Financial Plan Development and Presentation*.

3. How do I enroll for the program?
   Students must submit an Application for Candidacy with a non-refundable application fee of $200 and enroll in the first course (X 430.511 Financial Planning Process and Insurance) approximately 1 month prior to the program start date. This will allow ample time to order and pre-study course materials for the first class session. Students are recommended to enroll in the subsequent courses two weeks prior to each course section.

4. How often is the Accelerated Online Program scheduled?
   The accelerated online 9-month program is offered 3 times a year in conjunction with the March, July and November CFP® exam dates.

5. What is the cost for the Accelerated Online Program?
   The total program cost is $4,700, which includes enrollment into all 6 required courses and the certificate candidacy fee. Course pre-study materials must be purchased separately. Company and FPA discounts are available.

6. What are the textbook materials used for this program?
   Students are required to purchase and pre-study course study materials from Keir Education prior to each course session. Estimated costs for these materials are $85 (plus tax and shipping) for each of the five core courses and $185 for the capstone course. Once enrolled, students are provided specific instructions for ordering the materials. Online materials are also provided to students and are included in the cost of the program.

7. Do I need a calculator?
   Yes, you will need either the HP10BII or HP10BII+ Financial calculator.

8. How are the online core courses structured?
   The instructor-led online courses blend live, web-based sessions with online discussion boards, assignments, and testing. Each course is scheduled over a 4-week period and include two 3-hour live sessions each week. The mandatory weekly live sessions are scheduled on Tuesdays and Thursdays from 3-6pm Pacific Standard Time. Students are required to attend the live web-sessions and are given the opportunity to interact with the instructors during this time period. The sessions are also recorded and made available for future reference.

9. Are there pre-study requirements?
   Yes, students must pre-study the Keir materials and complete instructor assignments prior to each course. Given the accelerated pace of the online courses, students are expected to be fully prepared for each class session.

10. What is the timeline in completing the final exam?
    Students will prepare for the online final exam for each class by actively participating in the live, web-based sessions, online discussion boards, and completing the assignments. Students will also be given access to online review sessions prior to each final exam. The online final exam will be accessible immediately after the last Thursday web-based session, and can be completed at any time before the following Monday. The exam will consist of 80 multiple choice questions.

11. Will I be advised of what questions I got wrong?
    Yes, instructors will correct your test and provide additional guidance to ensure you fully understand the materials.

12. How is the online capstone course structured?
    The online capstone course also blends live, web-based instruction with online review modules. Similar to the core courses, the capstone class meets online for four weeks and include two 3-hour live sessions each week. The weekly live sessions are also scheduled on Tuesdays and Thursdays from 3-6pm Pacific Standard Time. Students are required to prepare a comprehensive financial plan and will present a portion of the plan during the final online sessions.

13. Do you have a review program?
    Yes, UCLA Extension offers a live, instructor-led CFP® review course. This class covers all of the topics that are tested on the CFP® Board exam and includes exercises that review several case studies and techniques on how to approach the various types of exams questions.

    Most students take the review course to assist them in passing the CFP Board Exam. Students who complete the Accelerated Online Program may enroll in the review course at a discounted fee.

13. How many hours of preparation is needed to review for the CFP Board Exam?
    After completing the Accelerated Online Program, students should plan on spending between 250-300 hours of additional review time to fully of prepare for the CFP Board exam, including the time spent in the CFP® Exam Review course.

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