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## Form ADV Part 2

March 25, 2016

This Brochure provides information about the qualifications and business practices of A New Approach Financial Planning (Firm or Advisor). This brochure and other information should be carefully considered before becoming a client. If you have any questions about the contents of this brochure, please contact us at 941.927.9590 or [ANewApproachFP.com](http://ANewApproachFP.com). The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission (SEC) or by any state securities authority.

A New Approach Financial Planning is a registered investment adviser in the State of Florida. Registration of an Investment Advisor does not imply any level of skill or training. The oral and written communications with an Advisor provide information you should use to determine to hire or retain an Advisor.

## Material Changes

The Firm has updated its previous filing of Form ADV Part II dated January 18, 2016. The document content and disclosures have generally remained the same. Changes include updated descriptions of services and practice focus areas (Section 1). Clients and prospective clients are urged to review this document in its entirety.

Our brochure is available free of charge by contacting the Firm at 941.927.9590 and on our web site [ANewApproachFP.com](http://ANewApproachFP.com).

Additional information about A New Approach Financial Planning is also available via the SEC's web site [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). A search may be conducted using the Firm's IARD number. A New Approach Financial Planning's IARD number is 139575. The SEC's web site also provides information about any persons affiliated with A New Approach Financial Planning who are registered, or are required to be registered, as investment adviser representatives of A New Approach Financial Planning.

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## **Section 1 - Advisory Business**

A New Approach Financial Planning was founded in Sarasota, FL in 2006 to provide fee-only, hourly, fiduciary financial advice to people at all stages of life. Tom Roberts is the President of the Firm. Laura Mattia is a Principal of the firm.

The Firm primarily provides customized, confidential financial planning to individuals, trusts, and small businesses. Advice is provided on an hourly fee-only, retainer or fixed fee basis. The Firm acts as a fiduciary to its clients. Advice is rendered in the areas of retirement planning, asset allocation, investment selection, tax planning, risk management, estate planning, education funding and cash flow planning. The Firm does not sell annuities, insurance, stocks, bonds, mutual funds, limited partnerships, or other products. The Firm is not affiliated with entities that sell financial products or securities. No commissions, finder's fees or referral fees in any form are accepted.

Approximately 90% of the Firm's advisory activities involve providing financial planning advice and investment advice. Investment advice is an integral part of financial planning. Investment advice is provided, with the client always making the final decision on investment selection. The client is responsible for implementing all recommendations. The Firm does not take custody of client funds or securities, nor does it accept or retain proxy voting authority over any client account. The client always maintains asset control. This investment advice does not involve continuous investment monitoring, investment management or investment supervisory services.

Approximately 10% of the Firm's advisory activities involve non-securities advice such as cash flow planning; tax planning, risk management and estate planning.

### **Get Acquainted Meeting**

The Get Acquainted meeting is free of charge and considered an interview to determine how financial planning could benefit the prospective client. During or before this meeting we will provide you with a current copy of our ADV Part 2 brochure, Privacy Policy and Code of Ethics. Should you engage the Firm, we will enter into a written agreement.

Based on the scope of the engagement, the advisor next gathers data to assist you in determining specific needs, objectives, goals, time horizon and "Risk Profile" (need, tolerance for and ability to take risk). The advisor prepares an analysis of the client's current financial situation and possible future scenarios. The analysis and a written summary of significant observations, assumptions and recommendations are presented to you. A discussion of how the recommendations are to be implemented by the client is included. The engagement is concluded

upon completion of this presentation. Periodic financial reviews are recommended and it is the client's responsibility to initiate these reviews. The client may re-engage the Firm as needed. Other referred professionals (e.g., lawyers, accountants, insurance agents, etc.) are engaged directly by you on an as needed basis. Conflicts of interest will be disclosed to you in the unlikely event they should occur.

Either party may terminate an engagement upon written notice within 5 days of signing the agreement, at which time no fees would be due. Should the client terminate the engagement after this date, the client is responsible for any time charges incurred by Advisor in the preparation of their plan or defined task.

## **Financial Planning and Investment Advice Services**

The Firm provides several services to meet specific client needs:

### **Hourly Financial Planning**

Typically, this involves a complete review of the client's financial situation including cash flow, debt management, retirement funding plans, retirement income plans, investment planning and tax planning. Other topics may be included as they apply to the client's situation. These include risk management, estate planning, education planning and others. The cost of this planning is dependent upon the complexity and extent of topics to be covered. A cost estimate based on the hourly rate in effect is included in the agreement.

### **Ongoing Fixed Fee Program (AUM2Succeed™)**

These are customized programs to meet the client's needs for access to advisor advice on financial planning, investments, cash flow, retirement planning, income planning or other topics. The annual programs are structured to provide review meetings on a quarterly, semi annual or annual basis. The reviews include updates of the financial plan and determine if investments in the plan are still applicable to the client's needs. If the reviews include investment advice, the client is responsible to provide investment account statements or participate in advisor provided account aggregation program. The client is responsible to inform the Advisor of any material changes to their financial situation. These reviews do not provide continuous investment monitoring. Services are invoiced based on the meeting schedule in the agreement. Costs are based on an estimate of time to be spent per period at the hourly rate in effect. The program agreement and prices are updated annually.

## **Individual Topics**

Advice is provided on financial topics of the client's choice. This advice is provided on an hourly basis at the current rates in effect. See Section 2 for fee information.

## **Educational Workshops**

A New Approach Financial Planning may conduct group educational workshops for which we charge a fee. Generally the employer, civic or non-profit group sponsoring the workshop pays the fees to the Firm. In the event the workshop attendees are charged a fee, it will be published in the workshop announcement.

A New Approach Financial Planning is a participant and sponsor of Straight Talk! community workshops in the Sarasota/Manatee area. These free workshops provide educational information on financial planning and other personal planning topics such as estate planning and insurance. A New Approach Financial Planning partners with other area professionals in presenting these workshops.

## **Section 2 - Fees and Compensation**

The Advisor charges fees on an hourly, fee-only basis. Fees for financial planning and investment advisory services are \$260 per hour. Financial Planning is generally quoted as a fixed fee. Hourly fees are subject to change upon written notice. Fixed or flat rate fees are charged for specific projects requested and authorized by clients with the amounts determined by the expected complexity and duration of the projects. Fees are negotiable and discounts may be offered at the discretion of the advisor. Because the Firm does not provide investment management, no performance related or asset management fees are charged. Hourly fees are billed in 15 minute increments. Projects spanning more than three months will be billed quarterly. Fees are not collected for services to be provided more than six months in advance. Advisor does not and will not have custody of client funds or securities.

Advisor requires a deposit for initial engagements in the amount of the lesser of \$500 or 50% of the lower end of the estimated fee range. The balance of fees due are payable immediately upon presentation of the plan or advice to the client. Services to be provided and the anticipated fee range are detailed in the written agreement.

## **Recommendations and No Load Products**

Specific investment recommendations made by the Firm will usually be for no load (no commission) products. In some cases, there may not be a suitable selection of no load products available for recommendation. In no case will the Firm receive a commission or 12(b)1 fees on the purchase.

Fees paid to Advisor for financial planning and advisory services are completely separate from the commissions, transaction fees and expenses charged by mutual fund companies, brokerages, portfolio managers and other third parties. Clients are encouraged to obtain a complete schedule of these fees from the service provider before entering into any engagement. An explanation of these fees and expenses are provided in each investment prospectus. Clients are encouraged to read the prospectus before investing. Advisor does not receive any portion of these other fees. The only compensation received by Advisor is the hourly fees paid directly by Client.

Section 9 further describes the factors that the Advisor considers in recommending broker dealers for client transactions and determining the reasonableness of their compensation (e.g., commissions).

## **Section 3 - Performance-Based Fees and Side-By-Side Management**

A New Approach Financial Planning does not charge performance-based fees (fees based on a share of capital gains or capital appreciation of the assets of a client). The Firm does not use performance based fees because of the potential conflict of interest. Performance based compensation may create an incentive for an advisor to recommend an investment with a higher level of risk to the client.

The Firm does not provide investment management and does not engage in side-by-side management.

## **Section 4 - Types of Clients**

A New Approach Financial Planning provides customized, confidential financial planning primarily to individuals, trusts, and small businesses. Unlike some firms, A New Approach Financial Planning does not require minimum dollar value of assets, minimum income requirements or other requirements for its financial planning engagements.

Our most frequent client categories are retired individuals and couples, individuals and couples planning for retirement, independent women and business owners.

The Firm reserves the right to decline services to any prospective client for any reason.

## **Section 5 - Methods of Analysis, Investment Strategies and Risk of Loss**

If the Advisor is engaged to provide investment advice, the client's current financial situation, needs, time horizon, objectives, goals and "Risk Profile" (need, tolerance for and ability to take risk) are first evaluated. Asset allocation and investment policy decisions are made and discussed with the client to, in the advisor's best judgment, help the client achieve their overall financial objectives while minimizing risk exposure. Asset allocation is a key component of investment portfolio design. The advisor believes that the appropriate allocation of assets across diverse investment categories (i.e. stock vs. bond, foreign vs. domestic, large cap. vs. small cap., high quality vs. high yield, etc.) is the primary determinant of portfolio returns and is critical to the long term success of the client's financial objectives.

The Advisor employs fundamental, long term, philosophies in investment selection and implementation strategies. Recommendations are based on publicly available reports, analyses, research materials, computerized asset allocation models and various subscription services. Particular attention is paid to current economic factors and their influence on portfolio risk. Sources of information such as financial newspapers and magazines, research materials prepared by others, corporate rating services, annual reports, prospectuses, filings with the Securities and Exchange Commission and company press releases are used. Examples include Morningstar, Standard & Poor's, Moody's, Bloomberg, Vanguard, Wall Street Journal, Financial Times, Investment Advisor, Investment News, Kiplinger's magazine and other financial industry and publications.

The Firm emphasizes broad diversification, risk appropriate and tax managed portfolio allocation. The investment strategy for a specific client is based upon the objectives stated by the client during the engagement. Core portfolios are generally constructed of low cost investments expected to return, risk adjusted market returns. Tactical investments, such as overweighting or underweighting market sectors or asset classes based on long term trends, may be utilized if they fit the client's risk profile and objectives. Investments may use index investments or be actively managed. The strategies involve primarily long term purchases. If appropriate, shorter term purchases may be utilized to achieve tactical goals. In limited circumstances, the advisor may provide advice to clients interested in trading securities.

Portfolio investments may include a broad range of existing client investments, mutual funds, individual securities, ETFs, uncorrelated assets, bonds, preferred stocks, common stocks, US government issues, ADRs, commodities and real estate inside funds. Derivative investments may be securities options or inside a fund. This is not an all inclusive list.

The Advisor does recommend rebalancing investment portfolios to maintain desired asset allocations. Rebalancing is recommended based on out of range criteria and annual review.

### **Risk of Loss**

A New Approach Financial Planning believes our investment strategies and selections are designed to potentially result in the highest return when adjusted for the level of risk appropriate for each client. However, we cannot guarantee investment returns or that objectives and goals will be met.

Some investments you make based on our investments may result in losses, including loss of principal originally invested. The client must be able to bear various risks involved with investing including, market, interest rate, liquidity, reinvestment, currency, political, company, default or regulatory risks, among others.

When our research and analyses is based on commercially available software, rating services, market and financial information, or due diligence, we are relying on the validity and accuracy of this information provided by third parties. We make reasonable efforts to check the accuracy of the information. We cannot predict events or actions that may or may not affect the recommendations and investment strategy. No one, us included, can predict future market performance.

When employing efficient market theory, an investor must consider the potential risk that their broader allocation may generate lower than expected returns than that from a specific asset or asset class. The Firm believes that generally variance from the expected return is low under normal market conditions, if the portfolio is well diversified with non-correlated asset classes. When using actively managed investments, the investor must consider that managers cannot predict all aspects of market movements and events. This can result in lower than expected returns.

Investors who choose to employ more frequent trading strategies may experience additional transaction costs and/or taxable events that may reduce any benefit received from short term trading.

## **Section 6 - Disciplinary Information**

Neither A New Approach Financial Planning nor any of its associated personnel have been the subject of a reportable legal or disciplinary event under the Investment Advisors Act of 1940 (as amended) or similar state statutes.

## **Section 7 - Other Financial Industry Activities and Affiliations**

The Firm's policies require us and our personnel to conduct activities in a manner that avoids actual or potential conflicts of interest between the Firm, employees and clients. Before, and during, an engagement, we will disclose any conflicts of interest that may compromise our impartiality or independence.

Neither A New Approach Financial Planning nor any associate is affiliated with any broker/dealer firm.

Tom Roberts is a member of the Garrett Planning Network (Garrett), an organization that assists financial planners in fee-only, financial planning practices. Garrett is not, nor believed required to be, a registered financial industry participant.

Laura Mattia is a National Association of Personal Financial Advisors (NAPFA) registered Financial Advisor. NAPFA is the nation's leading organization of Fee-Only comprehensive financial planning professionals. A NAPFA registered Financial Advisor is the top level membership category in NAPFA and requires a Bachelors degree in any discipline from an accredited institution, a broad-based advanced education in financial planning and three years of comprehensive planning experience. NAPFA Registered Financial Advisors must offer comprehensive planning services and submit a sample comprehensive financial plan to a peer review. Continuing education of 60 credit hours must be obtained every two years.

The Firm pays an annual membership fee to Garrett and NAPFA for extensive services that include their hosting training, compliance and operational support to enhance the Firm's ability to provide quality service and advice to the public.

## **Section 8 - Code of Ethics**

The Firm has adopted the National Association of Personal Financial Advisors (NAPFA) Code of Ethics for all personnel of the Firm. The Code of Ethics includes provisions relating to the confidentiality of client information, a prohibition on insider trading, a prohibition of rumormongering, restrictions on the acceptance of significant gifts and the reporting of certain gifts and business entertainment items, and personal securities trading procedures, among other things. The Firm also adheres to the Standards of the CFP<sup>®</sup> Board. Clients and prospective clients may request a copy of the Firm's Code of Ethics by contacting the Firm at 941.927.9590 or ANewApproachFP.com.

The Firm recognizes that not having all organizational activities segregated may potentially create a conflict of interest. However, the Firm employs policies and procedures to ensure timely and accurate record keeping and supervision. Certain functions may be outsourced to assist in these efforts as necessary.

### **Privacy Policy**

At A New Approach Financial Planning we take the privacy of our clients seriously. All non-public, personal information exchanged between the Firm and clients will be treated as confidential and not disclosed to third parties, except as expressly requested by the client or as required by law.

To ensure privacy and confidentiality, the Firm maintains physical, electronic and procedural safeguards to protect the privacy of its clients. Identifiable information about the client or prospective client will be maintained during the engagement and for the period required by securities and privacy laws. After that time, information may be destroyed in accordance with the Firm's policies.

A copy of our privacy policy will be provided at the beginning of an engagement and annually thereafter. Clients and prospective clients may request a copy of the Firm's Privacy Policy and Code of Ethics by contacting the Firm at 941.927.9590 or ANewApproachFP.com.

### **Participation or Interest in Client Transactions**

Neither A New Approach Financial Planning nor any related person are authorized to recommend to a client, or effect a transaction for a client, involving a security in which the Firm or a related person has a material interest, such as capacity as an underwriter, advisor to the issuer, etc.

Employees are prohibited from borrowing from or lending to a client unless the client is an approved financial institution.

### **Personal Trading**

A New Approach Financial Planning and its related persons may buy or sell securities similar to those we recommend to clients for their accounts. A recommendation made to one client may be of a different nature or timing than that given to another client. At no time will the Firm or any related party receive preferential treatment over its clients.

## **Section 9 - Brokerage Practices**

Advisor is not affiliated with any broker/dealer firm.

Advisor may provide referrals to various discount brokerages as a service to clients. Discount brokerage recommendations are based on individual client needs, total costs and ease of use for clients. The Advisor does not receive any fees or commissions from any brokerages. Advisor may receive non-cash benefits. These benefits include access to electronic statements and discounts on research, educational materials and software. It is the Advisor's policy to restrict non-cash compensation to products and services that directly enhance their ability to render quality advice to clients. For example, the Advisor may receive a discount on the cost of widely available commercial financial planning software. Clients may choose to use other brokerages to implement the Advisor's recommendations.

A New Approach Financial Planning will periodically assess any service provider it recommends including the range of services, capabilities, reasonableness of fees and other factors in comparison to equivalent providers.

### **Directed Brokerage**

A New Approach Financial Planning does not engage in directed brokerage. Each client is free to choose any service provider to execute some or all the transactions in their accounts. Each client is responsible to negotiate terms and arrangements for their account. The Firm is not obligated to conduct due diligence or seek better execution or prices from broker/dealers.

## **Trade Aggregation**

Since we do not provide continuous investment supervisory services, we do not have the opportunity to aggregate trades.

## **Section 10 - Review of Accounts**

The Firm does not provide continuous monitoring and rebalancing of accounts or portfolios. Periodic reviews of financial plans or portfolios are encouraged for financial planning clients. It is the client's responsibility to initiate these reviews. Ongoing Fixed Fee Program clients may preselect a schedule to meet their needs. It is always the client's responsibility to initiate the review and provide the Advisor with any material changes in their financial situation. See Section 1 for information on the Firm's services and Section 2 for information on Fees.

## **Section 11 - Client Referrals and Other Compensation**

A New Approach Financial Planning does not engage in solicitation activities as defined by Rule 206(4)-3 of the Investment Advisors Act of 1940 (as amended) or similar state statutes. All compensation paid to the Firm is paid directly by the client. Therefore, the Firm does not receive any additional compensation when its clients engage a recommended brokerage or other service provider.

As stated earlier, the Firm and associated personnel may be members of the Garrett Planning Network, FPA, NAPFA and the Certified Financial Planning Board of Standards. These organizations may provide search tools on their web sites that allow interested parties and prospective clients to search for participating firms, such as A New Approach Financial Planning, or individual financial planners within a selected state or area. These search tools may provide Firm and individual financial planner contact information and these passive web sites may provide means for a potential client to contact the Firm.

Prospective clients locating the Firm or an associate via these web sites are not actively marketed, nor do they pay more than clients obtained by any other means.

## **Section 12 - Custody**

Client funds and securities are maintained by unaffiliated custodians such as banks, broker/dealers, mutual fund companies, transfer agents, etc. A New Approach Financial Planning does not and will not take custody of client's funds or securities.

Clients may receive transaction confirmations and account statements directly from their selected brokerage or service providers. These statements, confirmations and reports are not generated or distributed by the Firm. Clients should always carefully review these statements and information on a timely basis.

A New Approach Financial Planning may provide clients with investment reports that contain performance information. These are not the same as official account statements provide by client's custodians. Clients should compare account statements with any reports received from the Firm and recognize that the account statements take precedence.

### **Section 13 - Investment Discretion**

A New Approach Financial Planning does not provide continuous investment management or investment supervisory services, nor does the Firm engage in discretionary trading in a client account.

### **Section 14 - Voting Client Securities**

A New Approach Financial Planning does not have any authority to and does not vote proxies on behalf of clients. Clients will receive information regarding the voting of proxies directly from their service providers. Clients retain the responsibility for receiving and voting proxies for any and all securities maintained in client portfolios.

### **Section 15 - Financial Information**

Due to the nature of the Firm's services, an audited balance sheet is not required nor included in this disclosure. No further material financial information is required.

## Section 16 - Advisory Personnel Information

### President/Managing Member/Principal/Financial Planner

Thomas F. Roberts, CFP®

Date of Birth: June 27, 1955

CRD# 5096826

#### Education:

MBA - Goizueta Business School of Emory University - 1997

BS Mechanical Engineering - Worcester Polytechnic Institute - 1977

#### Business Experience:

President/Principal - A New Approach Financial Planning - 2006 to present

Alliance Manager - The Babcock & Wilcox Company, Atlanta, GA - 2004 to 2005

#### Designations:

CERTIFIED FINANCIAL PLANNER™ (CFP®) Designation<sup>1</sup>

FL Life, Variable Annuity & health insurance License W151759

Series 65 - Uniform Investment Advisor Law Examination

Disciplinary Action: None

Other Business Activities: Tom Roberts is an active member of the Financial Planning Association, Certified Financial Planning Board of Standards, Inc., American Association of Individual Investors (AAII), Greater Sarasota Chamber of Commerce and Lakewood Ranch Business Alliance.

He holds board positions with the Greater Sarasota Chamber of Commerce, the local chapter of FPA, the local chapter of AAII, Friends of South Manatee Library and The Warehouse of Venice. He is not compensated for his involvement in these activities.

Additional Compensation: Firm employees do not accept or receive any additional economic benefit (for example; sales awards or prizes) for providing advisory services to its clients.

Supervision: Tom Roberts serves in multiple capacities with the Firm, including President and Chief Compliance Officer.

## **Vice President/Principal/Member/Financial Planner**

Laura H. Mattia

Date of Birth: November 13, 1960

CRD# 4525025

### **Education Background and Experience**

#### Education:

Texas Tech University; PhD Candidate, Personal Financial Planning; Anticipated graduation; May 2016

Fairleigh Dickinson University; Financial Planning Certificate, Financial Planning; 2002

Montclair State University; Master of Business Administration, Accounting; 1990

Montclair State University; Bachelor of Science, Psychology; 1982

#### Business Experience:

A New Approach Financial Planning; Principal, from 2016 to present

Baron Financial Group; Wealth Management Principal, from 2002 to 2015

Geller and Company; CFO from 2007 to 2008

Cendant Corporation; Vice President of Shared Services, from 2005 to 2006

#### Designations:

Laura Mattia has earned the following designations and is in good standing with the granting authority:

CERTIFIED FINANCIAL PLANNER™ (CFP®); Certified Financial Planning Board of Standards; 2002<sup>1</sup>

Certified Divorce Financial Analyst; Institute for Divorce Financial Analysts; 2003<sup>1</sup>

Chartered Retirement Planner Specialist; The College of Financial Planning<sup>1</sup>

#### Other Business Activities:

##### A. Investment Related Activities

Laura Mattia is not engaged in any other investment-related activities.

Laura Mattia does not receive commissions, bonuses or other compensation on the sale of securities or other investment products.

##### B. Non Investment-Related Activities

Laura Mattia works is not engaged in any other business or occupation that provides substantial compensation or involves a substantial amount of her time.

#### Additional Compensation:

Laura Mattia does not receive any economic benefit from a non-advisory client for the provision of advisory services.

Supervision: Tom Roberts, Chief Compliance Officer.

If you have questions relative to the Firm, staff, its services or this ADV Part 2 brochure, you may contact us at 941.927.9590. Additional information about the Firm or associated investment advisor representatives is available at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). Using their IARD number can make a search of this site for firms or their associated personnel. The Firm's IARD number is 139575.

Business and disciplinary history of the Firm is also available by calling the Florida Division of Securities at 800.848.3792.

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<sup>1</sup>The CERTIFIED FINANCIAL PLANNER™, CFP® and federally registered CFP® (with flame design) marks (collectively, the “CFP® marks”) are professional certification marks granted in the United States by Certified Financial Planner Board of Standards, Inc. (“CFP® Board”).

The CFP® certification is a voluntary certification; no federal or state law or regulation requires financial planners to hold CFP® certification. It is recognized in the United States and a number of other countries for its (1) high standard of professional education; (2) stringent code of conduct and standards of practice; and (3) ethical requirements that govern professional engagements with clients. Currently, more than 71,000 individuals have obtained CFP® certification in the United States.

To attain the right to use the CFP® marks, an individual must satisfactorily fulfill the following requirements:

- Education – Complete an advanced college-level course of study addressing the financial planning subject areas that CFP® Board’s studies have determined as necessary for the competent and professional delivery of financial planning services, and attain a Bachelor’s Degree from a regionally accredited United States college or university (or its equivalent from a foreign university). CFP® Board’s financial planning subject areas include insurance planning and risk management, employee benefits planning, investment planning, income tax planning, retirement planning, and estate planning;
- Examination – Pass the comprehensive CFP® Certification Examination. The examination, administered in 10 hours over a two-day period, includes case studies and client scenarios designed to test one’s ability to correctly diagnose financial planning issues and apply one’s knowledge of financial planning to real world circumstances;
- Experience – Complete at least three years of full-time financial planning-related experience (or the equivalent, measured as 2,000 hours per year); and

- Ethics – Agree to be bound by CFP® Board’s Standards of Professional Conduct, a set of documents outlining the ethical and practice standards for CFP® professionals.

Individuals who become certified must complete the following ongoing education and ethics requirements in order to maintain the right to continue to use the CFP® marks:

- Continuing Education – Complete 30 hours of continuing education hours every two years, including two hours on the *Code of Ethics* and other parts of the *Standards of Professional Conduct*, to maintain competence and keep up with developments in the financial planning field; and
- Ethics – Renew an agreement to be bound by the *Standards of Professional Conduct*. The *Standards* prominently require that CFP® professionals provide financial planning services at a fiduciary standard of care. This means CFP® professionals must provide financial planning services in the best interests of their clients.

CFP® professionals who fail to comply with the above standards and requirements may be subject to CFP® Board’s enforcement process, which could result in suspension or permanent revocation of their CFP® certification.

Certified Divorce Financial Analyst (CDFA™) To receive authorization to use the CDFA™ designation, the candidate must meet education, examination, experience and ethics requirements, and pay an ongoing certification fee. To attain the CDFA™ designation, a candidate is required to pass a series of four examinations issued by the Institute for Divorce Financial Analysts.

The Chartered Retirement Plans Specialist<sup>SM</sup> or CRPS® designation is a credential focusing on retirement plan administration. Master the process of designing, installing, and maintaining company retirement plans while earning this unique designation. Students of the program must pass the final exam and comply with the Code of Ethics, which includes agreeing to abide by the Standards of Professional Conduct and Terms and Conditions.