



Personal Financial Specialist Credential

APPLICATION FORM

aicpa.org/PFP

All applicants must be regular AICPA members in good standing.

SECTION A: Member Profile

Member Name: _____ AICPA Membership No. _____

Firm or Organization: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Business Telephone: () _____ Fax: () _____

Email Address: _____

How did you hear about the PFS Credential? _____

NASD CRD Number (if applicable): _____ Have you ever held the PFS Credential before? Yes No

Please check here if you do not want your information to appear in the PFS referral database.

SECTION B: Applicant Qualifications

As part of the application process, a PFS candidate must submit 1) a completed application, 2) payment for the application fee of \$350 and 3) **proof of passing one of the accepted examinations (see tables below)**. To successfully qualify for the PFS Credential, a PFS candidate must meet the Experience and Education Requirements within the last five years in the following disciplines:

- Personal Financial Planning Process and Fundamentals of Financial Planning
- Income Tax Planning
- Insurance Planning
- Investment Planning
- Financial Independence (Retirement Planning)
- Employee Benefits
- Estate Planning
- Charitable Planning
- Special Needs

1. CPA Certificate

Do you hold a valid and unrevoked CPA certificate issued by a legally constituted state authority?

State	CPA Certificate Number

2. Examination

Have you completed any of the following exams?
Check all that apply; however, only one exam is necessary to meet this requirement. Please submit proof of passing at least one of these exams.

Completed	Qualifying Examination
	PFS – Personal Financial Specialist
	CFP – Certified Financial Planner
	ChFC – Chartered Financial Consultant
	CFA – Chartered Financial Analyst (until 12/31/2010)
	Series 7 (until 12/31/2010)
	Series 65 (until 12/31/2010)
	Series 66 (until 12/31/2010)

3. Experience

Must have been completed within the last five years.

Completed	Required Experience
	3,000 hours of PFP-related experience (2 years full-time equivalent) <i>(1,000 hours of tax compliance experience may be included in total)</i>

4. Education

Enter all information to reflect your education. (Must achieve at least 80 hours completed within the last five years)

Qualifying Educational Activities	Credits or Hours	Enter Hours
CPE Credits		
College semester credits	_____ Credits x 5 hours each	
College quarter credits	_____ Credits x 3 hours each	
Presenting with CPE credit granted	See PFS Handbook for definition of qualifying hours	
Authoring	See PFS Handbook for definition of qualifying hours	
	Total Education Hours	

SECTION C: Payment Information

The application fee for the PFS Credential is \$350. Payment information must be submitted with the completed application. Please select your preferred payment method, below.

Please bill my credit card upon my acceptance.

(Please note that your credit card payment will be processed upon approval of application.)

I am including a check with the completed application.

(Please make check payable to AICPA/PFS Credential.)

Credit Card (check one): VISA MasterCard Discover American Express Card number: _____ Expiration Date: _____

Promo Code: _____

Credit Card Billing Address (If different from address above):

_____ City: _____ State: _____ Zip: _____

Print Name of Credit Card Holder: _____ Sign Name: _____

SECTION D: Statement of Intent

DECLARATION

I hereby affirm that my statements given in the PFS application (and any attachments and additional information I 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 PFS Credential and logo.

AGREEMENT

- I understand that I may not use the PFS Credential or PFS logo or hold myself out as a PFS until I have received official notification of my PFS certification from the AICPA.
- I hereby authorize investigation of all information I provided in the PFS application.
- I understand that permission to use the PFS Credential and PFS logo is granted for a period of three years. At the end of such period, if PFS certification is not renewed, certification expires and any right to use the PFS Credential and PFS logo expires.
- I understand that if I fail to comply with the maintenance of credential requirements, I am required to and I agree to cease use of the PFS Credential and PFS logo immediately, and understand that in order to regain PFS certification, all initial requirements, including completion of the PFS application and examination, must be met again.
- I have read the recertification requirements stated below and understand that they are subject to change as deemed appropriate by the AICPA and the PFS Credential Committees.

6) I further understand and agree that the AICPA has the absolute and unrestricted right to revoke any rights I have to use the PFS Credential and PFS logo if I fail to hold a valid and un-revoked CPA certificate issued by a legally constituted state authority and maintain regular membership in good standing in the AICPA.

7) In consideration of the PFS certification granted hereby, I further agree that neither the AICPA, nor its officers, directors, employees, or others acting on its behalf, shall be liable to me for any actions taken or omitted to be taken in any official capacity or in the scope of employment, and I hereby release the AICPA and the other persons identified above from any liability for such actions or omissions.

8) By typing my name in the space below, I hereby certify that the information provided in this PFS application form is true to the best of my knowledge. I further certify that I have read the PFS requirements contained in the Statement of Intent (Section D) and agree to comply with all requirements for the Personal Financial Specialist (PFS) Credential. I further certify that upon request I will provide proof of my exam indicated in Section B.1 above, prior to my PFS certification. I further certify that I understand that a percentage of PFS application forms will be randomly selected for further review and that, if selected, I will be required to provide detailed documentation (including specifics of Experience and Education Requirements) to support the assertions of this form. Failure to provide documentation will be considered non-compliance with the requirements for maintenance of the PFS Credential.

Signature: _____ Date: _____

MAINTENANCE OF CREDENTIAL

To maintain the PFS Credential, credential holders must pay annual dues of \$350 and must comply with the following requirements:

- Maintain regular membership in good standing in the AICPA.
- Hold a valid and un-revoked CPA certificate issued by a legally constituted state authority.

3) Comply with current recertification requirements that the credential holder earn a combined total of 60 hours in PFP-related Education during the three-year period preceding recertification.

4) Submit a written statement of intent to continue to comply with all requirements to maintain the credential during the recertification period.

The completed application and payment can be mailed to:

AICPA PFS Credential
American Institute of Certified Public Accountants
220 Leigh Farm Road
Durham, NC 27707-8110
ATTN: Member Service Center

Faxed to: 800.362.5066

Or emailed to PFS@aicpa.org

Questions about this application can be emailed to PFInfo@aicpa.org or call 888.777.7077 (M-F 9am - 6pm ET). Thank you for your application to become a PFS!

