



Personal Financial Specialist Credential

APPLICATION FORM

aicpa.org/PFP

All applicants must be AICPA members in good standing.

SECTION A: Member Profile

(If applying for the PFS Credential, this information will appear in our PFS referral database.)*

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): _____

* 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 receive a minimum of 100 points on the application. Business Experience and Lifelong Learning Over the Last Five Years must be in the following disciplines to qualify:

- Personal Financial Planning Process
- Risk Management Planning
- Retirement Planning
- Estate Planning
- Personal Income Tax Planning
- Investment Planning

1. Qualifying Exams

Do you hold any of the following designations?
Check all that apply. (Must achieve 15 points minimum; 40 points maximum. Only one exam with the highest point value will be used to determine your application points.)

✓	Qualifying Examination	Enter Points
	CFP — Certified Financial Planner (= 40 points)	
	ChFC — Chartered Financial Consultant (= 40 points)	
	CFA — Chartered Financial Analyst (= 40 points)	
	Series 7 (= 15 points)	
	Series 65 (= 15 points)	
	Series 66 (= 15 points)	
Subtotal for Section 1: Exam Points		

2. Business Experience Over the Last Five Years

Check **one box** that reflects your PFP Business Experience. (Must achieve at least 25 points; 50 points maximum.)

✓	Hours of Business Experience	Enter Points
	1,400 hours (= 25 points)	
	1,600 hours (= 30 points)	
	1,800 hours (= 35 points)	
	2,000 hours (= 40 points)	
	2,200 hours (= 45 points)	
	2,400 hours (= 50 points)	
Subtotal for Section 2: Business Experience Points		

3. Lifelong Learning Over the Last Five Years

Check all applicable boxes AND enter all information to reflect your Lifelong Learning. (Must achieve at least 25 points; 60 points maximum.)

✓	Qualifying Educational Activities	Credits or Hours (= X*)	Determining Points (= Y*)	Enter Points
	CPE credits	_____ (enter credits)	$X / 3 = Y$ points	
	College semester credits	_____ (enter credits)	$X \times 5 = Y$ points	
	College quarter credits	_____ (enter credits)	$X \times 3.33 = Y$ points	
	Other education courses with no CPE	_____ (enter hours)	$X \times .4 = Y$ points	
	Trade conferences with no CPE	_____ (enter hours)	$X \times .4 = Y$ points	
	Presenting with CPE credit granted	_____ (enter credits)	$X = Y$ points	
	Presenting with no CPE credit granted	_____ (enter hours)	$X \times 1.2 = Y$ points	
	Self-directed reading	_____ (enter hours)	$X \times .4 = Y$ points	
	Authoring	_____ (enter hours)	$X \times .4 = Y$ points	
	Committee service for 2 years	Specify Comm.:	10 points total for any category	
	NAPFA Membership	_____		
	JD, MST, LLM or MBA	Specify Degree:		
Subtotal for Section 3: Lifelong Learning Points				

* X = credits or hours earned; Y = points earned
 Examples: 24 CPE credits equal 8 points. Reading PFP articles in the *Journal of Accountancy* for a total of 20 hours equals 8 points.

Grand Total of Sections 1, 2 and 3:

SECTION C: Payment Information

The application fee for the PFS Credential is \$350. Payment information must be submitted with the completed application and proof of passing one of the accepted examinations (PFS applicants only – see Section C). 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.

change as deemed appropriate by the AICPA and the PFS Credential & Exam 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 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 Business Experience and Lifelong Learning) 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.

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

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 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 points in Business Experience and Lifelong Learning 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
 220 Leigh Farm Road
 Durham, NC 27707-8110
 ATTN: PFS Credential Coordinator

Or faxed to: 800.362.5066

Questions about this application can be e-mailed to PFPinfo@aicpa.org or call 888.777.7077, option 4. Thank you for your application to become a PFS!

