



# CFP Board Ethics

**Course Information  
and Study Guide**



## Course Information

**Number of CFP<sup>®</sup> CE credit hours awarded for this course: 2**

Beacon Hill Financial Educators CFP Board sponsor number: 1008:  
CFP Board Program ID: 248718

### Course Description

This course was updated by the CFP Board on August, 2024.

*Ethics CE: A Practical Application of CFP Board's Code and Standards* fulfills the two-hour requirement for CFP Board-approved Ethics CE. The program is designed to educate CFP<sup>®</sup> professionals on CFP Board's current *Code of Ethics and Standards of Conduct*, which went into effect on July 1, 2024.

### Course Content

Course materials: Six video-based modules  
Final Exam (online): twelve multiple-choice questions.

**Level of Complexity:** Intermediate

## Learning Objectives

The goal of this program is to position the application of CFP Board's Code of Ethics and Standards of Conduct as the foundation for ethical financial planning.

By the end of this program, the participant should be equipped to:

1. Recognize when a CFP<sup>®</sup> professional is providing Financial Advice.
2. Apply the Fiduciary Duty.
3. Describe when Financial Advice requires Financial Planning and the additional obligations that apply.
4. Identify duties when using or referring other service providers or technologies.
5. Describe the process the CFP Board follows to uphold the Code and Standards.
6. Determine what information must be provided to the Client and when to document the exchange of information.

Questions? [800-588-7039](tel:800-588-7039) (Bus./EST)

# Instructions for taking the course

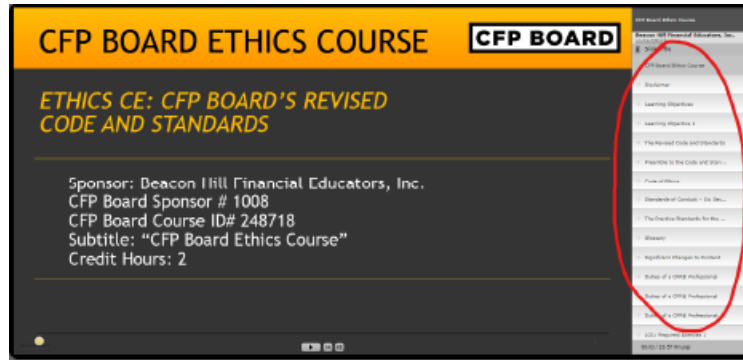
This course was developed by the CFP Board, and it comes with special requirements:

- The course is available in one self-study format only: "On-Demand Video," which must be viewed online (the course materials and exam cannot be downloaded or printed).
- The Power Point-based video is 100 minutes long and it is divided into six modules. (*See the following pages for instructions for viewing the modules and taking the exam.*)
- *All six modules must be viewed before you can take the online exam* (the link to open the exam will be enabled once you have completed the six modules).
- *The exam is "closed book"* — once you open the exam, you will no longer be able to view the video modules (however, prior to opening the exam, you can go back over any of the modules to review the material).
- The exam for this course must be passed in a maximum of *three attempts*. *Note that the second and third attempts contain several questions that are different than those used in the first attempt.* After three unsuccessful attempts, you must start over by viewing all six modules again before resuming the exam (you must first call us to reset the course).
- Once you pass the exam, you must complete an *online course evaluation* before your exam results and certificate of completion are posted to your account.
- Once you have completed the course (when the certificate is posted to your account), we will *report* your credit hours. We report on Tuesdays and after the end of the month.

# Instructions for Viewing the Video Modules and Taking the Exam

## Viewing the Video Modules

1. Open the first module.
2. To navigate to different slides within the module, select the slide you want to view in the bookmarks section on the right side of the slide (view the module in full screen view in your browser):



3. When you reach the last slide in the module, it will automatically close and bring you back to your account, where you can open and view the next module:



## Notes on Taking the Exam

- **Please note** - as soon as you click the "Take Exam" link you will lose access to the modules. If you feel you need to review any of the modules again before taking the exam, please do so before clicking on the "Take Exam" link.
- You will have **3 attempts** to pass the exam. After each attempt questions are randomly selected from a question bank.
- The final exam is 12 questions.
- You must score a **75%** or higher on the final exam to pass.
- After passing the exam you will need to complete a course evaluation, which is required by the CFP Board. The link to open the form will appear in your account. After completing the evaluation you will gain access to your certificate of completion.