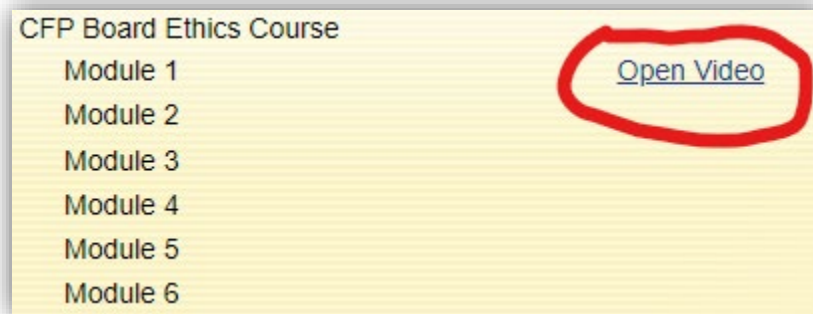


Contents

Starting the Course	2
Navigating Within a Module	3
Opening Additional Modules	4
The Final Exam	5
Final Exam Notes.....	5
Evaluation and Certificate of Completion.....	6

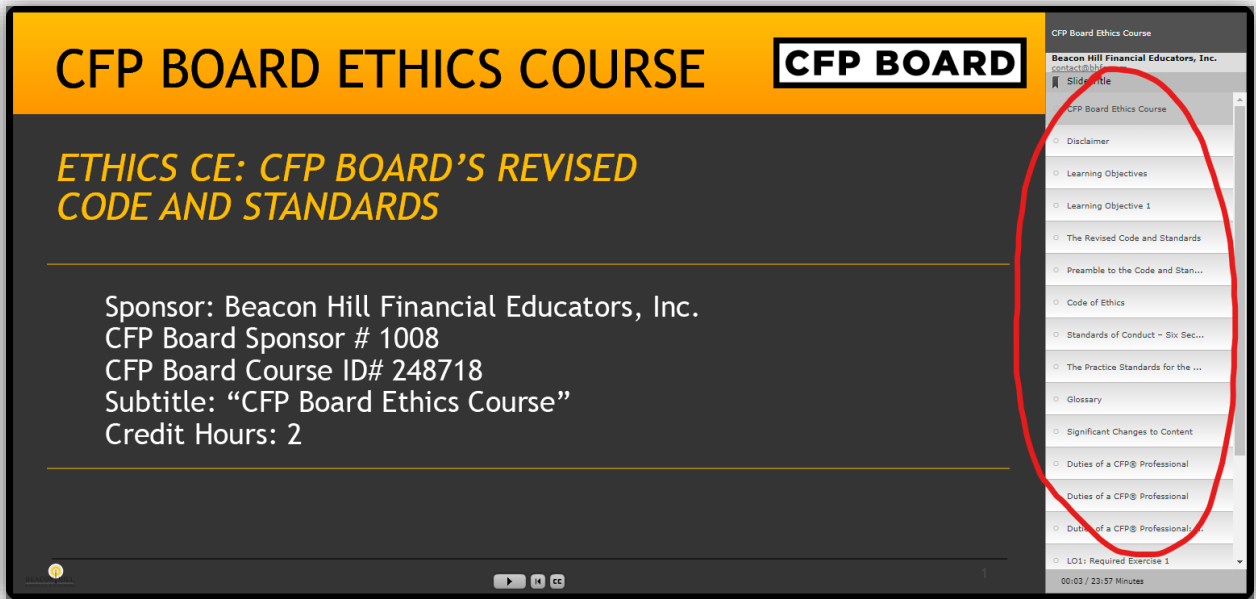
Starting the Course

Click "Open Video" in your account to open the first module:



Navigating Within a Module

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:



The screenshot shows a presentation slide for a CFP Board Ethics Course. The slide has a yellow header with the text "CFP BOARD ETHICS COURSE" and the CFP Board logo. Below the header, the main title is "ETHICS CE: CFP BOARD'S REVISED CODE AND STANDARDS". Underneath, the sponsor information is listed: "Sponsor: Beacon Hill Financial Educators, Inc.", "CFP Board Sponsor # 1008", "CFP Board Course ID# 248718", "Subtitle: 'CFP Board Ethics Course'", and "Credit Hours: 2". On the right side of the slide, there is a vertical navigation menu with a list of slide titles. A red circle highlights the menu items: "CFP Board Ethics Course", "Disclaimer", "Learning Objectives", "Learning Objective 1", "The Revised Code and Standards", "Preamble to the Code and Stan...", "Code of Ethics", "Standards of Conduct - Six Sec...", "The Practice Standards for the ...", "Glossary", "Significant Changes to Content", "Duties of a CFP® Professional", "Duties of a CFP® Professional", "Duties of a CFP® Professional", "LD1: Required Exercise 1", and "00:02 / 23:57 Minutes". At the bottom of the slide, there are navigation controls including a play button, a back button, and a forward button.

Opening Additional Modules

The last slide of the module will automatically close that and bring you back to your account:

Module 1 Complete **CFP BOARD**

You have reached the end of Module 1

This module will close automatically granting access to Module 2 in your account. If it does not close automatically, click [here](#).

CFP Board Ethics Course
Beacon Hill Financial Educators, Inc.
contact@bhfe.com

- Slide Title
- The Revised Code and Standards
- Preamble to the Code and Stan...
- Code of Ethics
- Standards of Conduct – Six Sec...
- The Practice Standards for the ...
- Glossary
- Significant Changes to Content
- Duties of a CFP® Professional
- Duties of a CFP® Professional
- Duties of a CFP® Professional: ...
- LO1: Required Exercise 1
- Duties: Representing Compens...
- LO1: Required Exercise 2
- Duties: Working With Additiona...
- Module 1 Complete
- 23:50 / 23:57 Minutes

19

You will then have access to the next module:

CFP Board Ethics Course

- Module 1 [Open Video](#) Completed
- Module 2 [Open Video](#)
- Module 3
- Module 4
- Module 5
- Module 6

The Final Exam

After all 6 modules are completed, you will gain access to the final exam. Click on the “Take Exam” link to access the final exam:

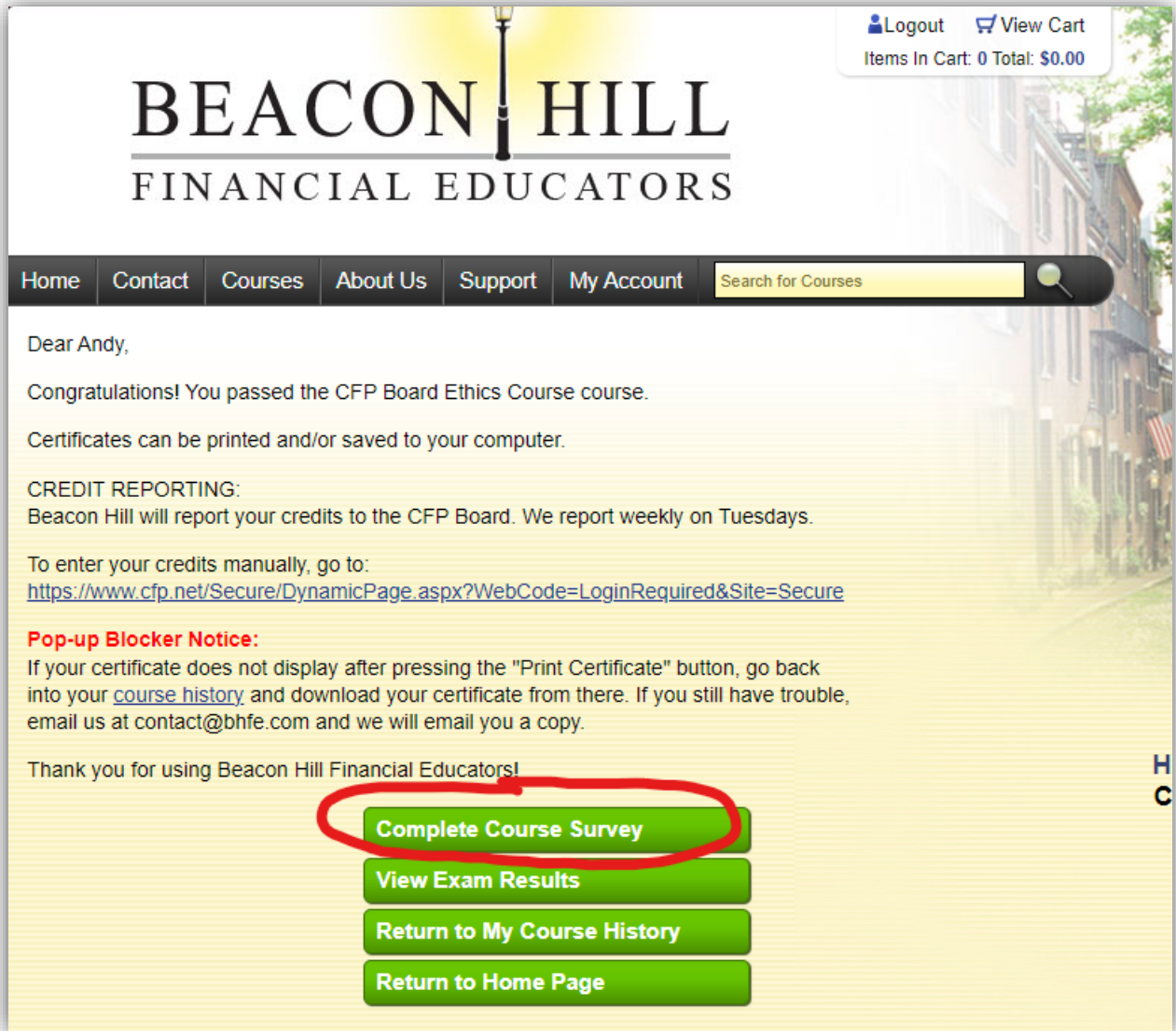
CFP Board Ethics Course		
Module 1	Open Video	Completed
Module 2	Open Video	Completed
Module 3	Open Video	Completed
Module 4	Open Video	Completed
Module 5	Open Video	Completed
Module 6	Open Video	Completed
		Take Exam

Final Exam Notes

- 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 take an evaluation required by the CFP Board accessible from the My Courses section of your account. After taking this evaluation you will gain access to your certificate of completion, and you are finished with the ethics course.

Evaluation and Certificate of Completion

As soon as you pass the final exam, click on the button that says "Complete Course Survey." This step is required by the CFP Board and necessary to gain access to your certificate of completion. After completing the survey, you will have access to your certificate.



The screenshot shows the Beacon Hill Financial Educators website interface. At the top, the logo reads "BEACON HILL FINANCIAL EDUCATORS" with a street lamp icon. A navigation bar includes links for Home, Contact, Courses, About Us, Support, and My Account, along with a search bar for courses. In the top right corner, there are links for Logout and View Cart, and a cart summary showing "Items In Cart: 0 Total: \$0.00".

The main content area is a yellow banner with the following text:

Dear Andy,

Congratulations! You passed the CFP Board Ethics Course course.

Certificates can be printed and/or saved to your computer.

CREDIT REPORTING:
Beacon Hill will report your credits to the CFP Board. We report weekly on Tuesdays.

To enter your credits manually, go to:
<https://www.cfp.net/Secure/DynamicPage.aspx?WebCode=LoginRequired&Site=Secure>

Pop-up Blocker Notice:
If your certificate does not display after pressing the "Print Certificate" button, go back into your [course history](#) and download your certificate from there. If you still have trouble, email us at contact@bhfe.com and we will email you a copy.

Thank you for using Beacon Hill Financial Educators!

At the bottom of the banner, there are four green buttons stacked vertically:

- Complete Course Survey** (This button is circled in red)
- View Exam Results
- Return to My Course History
- Return to Home Page