



# Transitioning from CTPA to CTP

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Documentation of Work Experience & Continuing  
Education Requirements Guidelines

*CTP®—The Global Standard of Excellence in Treasury*

## General Guidelines

The Certified Treasury Professional Associate (CTPA) designation is valid for five years. A CTPA must complete **two years of full-time cash/treasury management, finance or accounting-related work experience** and **12 continuing education credits** within this period in order to transition to full CTP status.

- For example, if you earned the designation in June 2008, you would have until June 30, 2013 to submit the required documentation.
- Any continuing education completed prior to earning the CTPA designation will not qualify.
- If all work experience and continuing education requirements are met before the end of the five year period, documentation may be submitted early. Full CTP status will not be earned until all documents are received and reviewed by AFP.
- It is the responsibility of the CTPA to maintain records documenting continuing education activities. A program agenda from the educational event is adequate documentation.
- AFP reserves the right to audit a CTPA's documentation records. Any credits which cannot be documented during the audit process will be disqualified.
- A CTPA should retain documentation of all programs for two full years after completion of the five year period in the event of an audit.
- Additional credits earned above the required 12 credits cannot be applied to CTP recertification.

## Work Experience

Within the five year period, CTPAs must complete a minimum of two years of full-time cash/treasury management, finance or accounting-related work experience. A business, finance or accounting-related graduate degree can be substituted for one year of work experience.

The enclosed Experience and Education Reporting Form must be completed and returned to AFP before full CTP status is approved. Original supervisor signatures must accompany the enclosed form.

## Calculating and Reporting CE Credits

A CTPA Continuing Education Reporting Form is included in this document. List all credits earned and submit along with the Work Experience and Education Reporting Form.

CTP/CTPA continuing education credits are calculated based on the following guidelines:

- One (1) CTP continuing education credit is equivalent to 50 minutes of instruction (including question and answer) in an approved topic area in cash/treasury management, finance or accounting. Cash and treasury management are defined as the topics covered in the AFP publication, *Essentials of Treasury Management®*, Second Edition.
- Only qualified educational activities in approved topics should be reported.
- A course should be listed exactly as the title appears in the program brochure.

## Documentation of Attendance

It is the responsibility of each CTPA to maintain records documenting continuing education activities. Do not forward documentation of attendance to AFP when filing your Reporting Form. Retain the documentation in your records for at least two years from the date of submission. A copy of a letter or certificate confirming completion of the activity is adequate documentation. The documentation must contain the:

- Name of the sponsor (e.g., ABC Bank, XYZ Corporation).
- Title of the activity (e.g. Economic Outlook 2007).
- Date of the activity (the date must fall within your five year cycle).
- Length of the activity (excluding breaks and meals) OR number of recertification credits
- Contact information for a sponsor representative who could verify your attendance if you are audited.

## Qualifying Recertification Activities

Only activities related to topic areas found in *Essentials of Treasury Management, Second Edition* (e.g., treasury/cash management, finance, accounting, ethics, economics) are eligible for recertification credits. Treasury career development activities are also accepted but are limited to a maximum of three (3) credits per cycle. Examples of acceptable career development topics include leadership-oriented activities, treasury/finance job search strategies, or presentation skills. The recertification activities need NOT be sponsored by AFP or pre-approved for credit by AFP to qualify. AFP is unable to review and pre-approve recertification activities for individual certificants. Please review these guidelines to determine if an activity is eligible.

The following are examples of educational sessions that do not qualify for recertification credits:

- Sessions specific to benefits and features of a company's treasury/finance related products and services
- Fundamental and introductory courses in cash/treasury management
- Personal career development sessions not specific to management of finance or cash/treasury (e.g., "How to write a good cover letter")
- Business development/sales skills sessions
- Technology-specific courses such as, but not limited to, Word and Access

Licenses and Certifications NOT related to treasury, finance or accounting (e.g. Real Estate license)

## Program Categories

### A. AFP Learning System™: Treasury

**Maximum Credits Accepted:** 12

**Activity Description:** Individuals who earned their credential prior to 2008 may earn 12 credits with a post-test score of 70% or higher on the most current edition of the *AFP Learning System™ Treasury* course. The Learning System edition used to prepare for the CTP exam does not qualify for credits. Credits are granted once per recertification cycle and/or edition of the course.

**Accepted Documentation:** Certificate of Completion

### B. Quizzes

**Maximum Credits Accepted:** 12

**Activity Description:** Quizzes of twenty (20) questions with a pass rate of 85% based on *AFP Exchange* magazine and a pass rate of 80% based on AFP's *Payments* and *Risk!* e-newsletters. These quizzes can be found at [www.AFPonline.org/ctpquiz](http://www.AFPonline.org/ctpquiz).

**Accepted Documentation:** E-mail/letter from AFP indicating successful completion.

### C. College/University Courses

**Maximum Credits Accepted:** 12

**Activity Description:** Successful completion of an advanced level college/university course. A three- or four-credit semester course is equivalent to 12 credits. Undergraduate/introductory courses do not apply.

**Accepted Documentation:** Copy of course transcript indicating a passing grade.

### D. Conferences, Seminars, Workshops, and Training Sessions

**Maximum Credits Accepted:** 12

**Activity Description:** Attendance at live events (not recorded). Program meetings of AFP/TMA Regional Associations are included in this category.

**Accepted Documentation:** Certificate of Program Completion/Attendance or Copy of Program Registration Form.

### E. Independent Study

**Maximum Credits Accepted:** 12

**Activity Description:** Print, audio, video and online formats or any combination. The course must include a method of assessment of the completed work.

**Accepted Documentation:** A copy of satisfactory assessment result, written project, or certificate of completion. The number of credits awarded will be based on the average completion time determined by the sponsoring organization.

### F. Licenses and Certifications

**Maximum Credits Accepted:** 12

**Activity Description:** Earned licenses and certifications in professional areas related to treasury and finance.

**Accepted Documentation:** A copy of the license or certificate including the date earned.

# Transitioning from CTPA to CTP

## Program Categories continued

### G. Published Articles and/or Books

**Maximum Credits Accepted:** 12

**Activity Description:** Published articles or books. Two credits will be awarded for each published page.

**Accepted Documentation:** For articles, a copy of the publication cover AND the index indicating length of article (number of pages). For books, a copy of the title page AND the verso with the publication date.

### H. Intentionally Omitted

### I. Teleconferences/Webinars

**Maximum Credits Accepted:** 12

**Activity Description:** A live presentation with web-based delivery of PowerPoint slides or other participant materials or pre-recorded presentations with a quiz. Quiz scores must be 80% or higher.

**Accepted Documentation:** Copy of Registration Form or Certificate of Completion.

### J. Speakers/Presenters & Academic Lecturers

**Maximum Credits Accepted:** 12

**Activity Description:** Service as a lecturer, presenter or teacher. Speakers receive two credits for every 50-minutes of presentation time. You may only claim credits once for a presentation given multiple times during a recertification period.

**Accepted Documentation:** Copy of program indicating or listing the (1) date, (2) presentation title, (3) description of presentation, and (4) your name as the presenter.

For courses taught at colleges/universities, provide a copy of the syllabus and course title and description from the course catalogue for the corresponding semester.

You do not get credit for presentations given as part of your everyday job responsibilities.

### K. Thesis/ Dissertation

**Maximum Credits Accepted:** 12

**Activity Description:** A thesis or dissertation from a college or a university.

**Accepted Documentation:** Copies of the title page AND transcript listing the activity completed.

### L. Volunteer Service: AFP

**Maximum Credits Accepted:** Four (4) for regional TMA/ AFP association (1 credit per position, per year)

Six (6) for AFP national (2 credits per position, per year)

**Activity Description:** Holding executive officer or Board position or serving on a Committee or Task Force

**Accepted Documentation:** A copy of the program or publication listing your name OR a signed letter from an association officer or committee chair.

### M. Career Development

**Maximum Credits Accepted:** 3

**Activity Description:** Treasury/finance career development activities are accepted but are limited to a maximum of three (3) credits per cycle. Examples of acceptable career development topics include leadership oriented activities, treasury/finance job search strategies, or presentation skills.

**Accepted Documentation:** Copy of registration form or certificate of completion.

### N. Student Internship Supervision

**Maximum Credits Accepted:** 12

**Activity Description:** All certificants have to be approved in advance of earning this credit. Once approved, you may provide semester long supervision to Corporate Treasury Management Program students in a treasury setting.

**Accepted Documentation:** Completed evaluations from student, CTM Director, and CTP.

## Full CTP Status

Once the report of work experience and continuing education reporting forms are reviewed and approved, you will receive notification of earning the CTP credential from AFP within three weeks. CTPs will then receive a CTP certificate, CTP pin, and *AFP Standards of Ethical Conduct*.

- CTP certification is valid for a period of three years.
- While CTPA documentation may be submitted at any time during the five year period, CTP certification will officially take effect on July 1 of the year in which the documentation is received.
- The credential can be used professionally as soon as notification from AFP is received.
- CTPs are required to submit 36 continuing education credits every three years. To learn more about CTP recertification policies, go to the Recertification Reporting Guidelines at [www.AFPonline.org/recertification](http://www.AFPonline.org/recertification).

If the required 12 credits and/or the two years of full-time cash/treasury management, finance or accounting experience are not earned by the end of the five-year period, the CTPA designation will expire and the opportunity to transition to full CTP status will be forfeited.

Should you decide to earn the CTP credential in the future, you must:

- Gain the necessary work experience in accordance with the eligibility requirements for full CTP certification.
- Submit a new examination application, remit the appropriate exam fee and pass the exam.

For additional information on eligibility requirements and registration for the CTP exam go to [www.afponline.org](http://www.afponline.org) to request the Candidate Information Bulletin.

## Governance of the CTPA Program

All policies, procedures and decisions regarding the CTPA program are approved by the AFP Certified Treasury Professional (CTP) committee and the Board of Directors.

The CTP committee provides ongoing oversight to the program and periodically reviews and revises the policies to ensure practical and equitable application of procedures.

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## Contact the Certification Department with any questions.

Phone: 301.907.2862

Fax: 301.907.2864

Email: [recertification@AFPonline.org](mailto:recertification@AFPonline.org)

# CTPA Work Experience and Education Reporting Form

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NAME:  MR.  MRS.  MS. \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_ AFP ID# \_\_\_\_\_

CTM SCHOOL: \_\_\_\_\_ EXAM YEAR: \_\_\_\_\_

## Section A: Report of Experience

- List cash/treasury management, finance or accounting experience.
- Briefly describe duties/responsibilities.
- Your supervisor must sign this document.

**PLEASE PRINT OR TYPE:**

TITLE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROV: \_\_\_\_\_ ZIP/POSTAL CODE: \_\_\_\_\_ COUNTRY \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

DATES OF EMPLOYMENT: \_\_\_\_\_

DUTIES/RESPONSIBILITIES: \_\_\_\_\_

I certify that I have read and will abide by the Association for Financial Professionals' Standards of Ethical Conduct. Any false statements made on this application will constitute a violation for which my certification may be revoked. I certify that the information contained in this application is true, complete and correct to the best of my knowledge and is made in good faith.

APPLICANT'S SIGNATURE: \_\_\_\_\_

I have reviewed the above applicant's experience and certify that the information listed is true and correct, to the best of my knowledge.

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

## Section B: Report of Education

- Complete this section ONLY if a graduate degree is being substituted for one year of work experience.
- List the college or university where your graduate degree was earned.
- Request that the school listed send a transcript bearing the school seal directly to AFP.
- It is your responsibility to ensure that your transcript is received by AFP

SCHOOL NAME: \_\_\_\_\_

ATTENDED FROM: \_\_\_\_\_ TO: \_\_\_\_\_

DEGREE EARNED: \_\_\_\_\_ DATE OF TRANSCRIPT REQUEST: \_\_\_\_\_

### Mail to:

Association for Financial Professionals (AFP)  
Certification Department  
4520 East-West Hwy  
Suite 750  
Bethesda, MD 20814

### or fax to:

301.907.2864  
Attn: Certification Department





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Bethesda, MD 20814  
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## **About AFP®**

The Association for Financial Professionals® (AFP) is a membership organization that serves more than 16,000 corporate treasury and finance executives. In addition to its Annual Conference, the Association offers professional certification, executive resources, industry news, financial tools, networking opportunities, continuing education, print and online publications and public policy research representation. AFP is headquartered in Bethesda, Maryland, and its global reach includes AFP of Canada and gtnews, a London-based on-line resource for the finance community. AFP strives to be a daily resource for strategic solutions, best practices and peer collaboration: AFP—Your Daily Resource at [www.AFPonline.org](http://www.AFPonline.org).