



# Transitioning from CTPA to CTP

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Documentation of Work Experience & Continuing  
Education Requirements Guidelines

*CTP<sup>®</sup>—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 2011, you would have until June 30, 2016 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 CTPA Experience and Education Reporting Form must be completed and returned to AFP before full CTP status is approved. An original supervisor signatures must accompany the enclosed form.

## Calculating and Reporting CE Credits

A CTPA Continuing Education Reporting Form is included in this Guideline. List all credits earned and submit along with the CTPA 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 body of knowledge, *Essentials of Treasury Management*®, Third Edition.
- Report only qualified educational activities in approved topic areas.
- 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.

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)
- Contact information of a sponsor representative who could verify your attendance if you are audited.

## Qualifying Continuing Education

Only activities related to topics found in the current edition of the *Essentials of Treasury Management, Third Edition* (e.g., treasury/cash management, finance, accounting, ethics, economics) are eligible for recertification credits.

Exam preparation courses for an a non-AFP certification or license can be submitted for credits only if it is instructor-led. Independent exam preparation does not qualify for CTP/CCM credits.

The continuing education 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

## **Qualifying Continuing Education continued**

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")
- Personal finance (e.g. financial planning, tax preparation, estate planning)
- Marketing, business development/sales skills sessions, customer service
- 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)
- CTP Exam preparation
- CTP Certification
- CTPA Certification

## **Continuing Education Program Categories**

### **A. AFP Learning System™: Treasury**

**Maximum Credits Accepted:** 18

**Activity Description:** Individuals who earned their credential prior to June 2011 may earn 18 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. AFP Publications Quizzes**

**Maximum Credits Accepted:** 36

**Activity Description:** Quizzes of twenty (20) questions with a pass rate of 85% based on AFP Exchange magazine. Quizzes of ten (10) questions with a pass rate of 80% based on AFP's Payments, Financial Planning & Analysis and Risk! e-newsletters. These quizzes can be accessed 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:** 16

**Activity Description:** Successful completion of a graduate or post-graduate college/university course. This includes live instructor-led classes as well as internet/distance learning, CD-ROM or other self study programs that result in accredited college or university credit toward a degree program. Credits are earned at the rate of four (4) credits per semester hour. For example, a three-credit course would earn 12 credits. Undergraduate/introductory courses do not qualify for credits.

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

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

**Maximum Credits Accepted:** 36

**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; program agenda highlighting the eligible sessions attended.

### **E. Independent Study**

**Maximum Credits Accepted:** 36

**Activity Description:** Print, audio, video and online formats or any combination. The activity must include a method of assessment of the completed work. The number of credits awarded will be based on the average completion time determined by the sponsoring organization. A maximum of five (5) credits can be earned per book read.

**Accepted Documentation:** A copy of satisfactory test or quiz result, written project, book review/report or certificate activity of completion.

### **F. Licenses and Certifications**

**Maximum Credits Accepted:** 12

**Activity Description:** Earned licenses and certifications, earned for the first time, in a professional area related to treasury, finance, or accounting. Independent study time for a license or certification exam is NOT eligible for credits and credits are not earned for gaining the CTP designation.

**Accepted Documentation:** A copy of the license or certificate including the date earned or verification from the sponsoring organization confirming good standing.

## Continuing Education 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. Teleconferences/Webinars

**Maximum Credits Accepted:** 36

**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 Confirmation or Certificate of Completion.

### I. Speakers/Presenters & Academic Lecturers

**Maximum Credits Accepted:** 12

**Activity Description:** Service as an adjunct lecturer/instructor or presenter. Two (2) credits are earned for every 50-minutes of presentation time. You may only claim credits once for a presentation, lecture/course given multiple times during a 3-year certification period. The subject matter must relate to the topics in the current edition of Essentials of Treasury Management. CTP informational sessions presented to colleagues or to a local AFP/TMA regional association may also be claimed for credit. Credits are not earned for presentations given as part of your everyday job responsibilities.

**Accepted Documentation:** Copy of program listing the (1) date, (2) presentation title, (3) description of presentation, and (4) your name as the lecturer/instructor or presenter. For courses taught at a college or university, provide a copy of the syllabus referencing the course title and description from the course catalogue for the corresponding semester.

### J. Thesis/ Dissertation

**Maximum Credits Accepted:** 12

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

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

### K. Volunteer Service/Leadership

**Maximum Credits Accepted:** 10

**Activity Description:** Holding executive officer or Board position or serving on a Committee or Task Force. Listed below are some examples of positions that qualify and the number of credits they earn per year. Certificants can submit more than one position for recertification. Total credits not to exceed maximum allowed.

Volunteer Position	Eligible Credits
Officer on the AFP National Board or other finance/accounting related organization	5 credits per one-year term
Officer on the board of a regional AFP/TMA	4 credits per one-year term
Task Force Chair or Committee Chair with AFP National, Regional AFP/TMA or other treasury / finance / accounting related organization.	4 credits per one-year term
Task Force Member or Committee Member with AFP National, regional AFP/TMA or other treasury / finance/ accounting related organization.	3 credits per one-year term
Treasurer, accountant or other finance position at a non-AFP/TMA organization. (i.e. the organization's primary business focus does not need to be treasury, finance or accounting related)	2 credits per one-year term

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

### L. Career Development

**Maximum Credits Accepted:** 3

**Activity Description:** Treasury/finance career development activities are accepted. Credits 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 confirmation or certificate of completion.

## Contact the Certification Department with any questions.

Phone: 301.907.2862 | Fax: 301.907.2864 | Email: [recertification@AFPonline.org](mailto:recertification@AFPonline.org)

## Continuing Education Program Categories continued

### M. Association or Professional Society Membership

**Maximum Credits Accepted:** 12

**Activity Description:** Individual membership in a national, international or regional professional treasury, finance or accounting-related association.

Membership Type	Eligible Credits
AFP National, AFP of Canada, Corporate Treasurers Council or Society of Canadian Treasurers	4 credits per year
Other National or International Association	2 credits per year
Regional AFP/TMA	1 credit per year

**Accepted Documentation:** A copy of your membership ID card, a receipt for membership or a letter from the association.

### N. On-the-Job Experience

**Maximum Credits Accepted:** 15

**Activity Description:** Recertification credits can be earned for a first-time work experience if the activity adds to the understanding of the Essentials of Treasury Management body of knowledge. In other words, the experience must have a “value-added” feature in the final work product that requires certificants to learn new things.

**Examples of on-the-job projects that qualify include:**

- Research, design and implementation of an in-house bank.
- Issue a RFP, evaluate responses, select a vendor, implement the product/service
- Develop, test, and implement a comprehensive plan for business continuity in treasury
- Research, design and implementation of an efficient automated process for treasury reporting. Projects that are part of your every day job responsibilities are not eligible for credits.

One credit is earned per 50 minutes of time spent researching, designing and implementing the new work product

**Accepted Documentation:** A written description of the project mapped to the areas of the body of knowledge, Essentials of Treasury Management, signed by your supervisor.

## 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 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 and a recertification fee every three years. To learn more about CTP recertification policies, go to the Recertification Reporting Guidelines at [www.AFPonline.org/recertguidelines](http://www.AFPonline.org/recertguidelines).

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 Certification Candidate Guide .

## 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.

# CTPA Work Experience and Education Reporting Form

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## 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:

AFP ID# \_\_\_\_\_ CTM SCHOOL: \_\_\_\_\_ EXAM YEAR: \_\_\_\_\_

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

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

COMPANY: \_\_\_\_\_

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

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

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

EMAIL: \_\_\_\_\_

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  
Certification Department  
4520 East-West Hwy  
Suite 750  
Bethesda, MD 20814

### or fax to:

301.907.2864  
Attn: Certification Department





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## About AFP®

The Association for Financial Professionals® (AFP) serves a network of more than 16,000 treasury and finance professionals. Headquartered in Bethesda, MD, AFP provides members with breaking news, economic research and data on the evolving world of treasury and finance, as well as world-class treasury certification programs, networking events, financial analytical tools, training, and public policy representation to legislators and regulators. AFP is the daily resource for treasury and finance professionals.

AFP's global reach extends to over 150,000 treasury and financial professionals worldwide, including AFP of Canada; gtnews, an online resource for the treasury and finance community; and the London-based bobsguide, a financial IT solutions network.