

Frequently Asked Questions

What is the time commitment required for study outside of the classroom?

Depending on the student's previous experience and education, a student can expect to spend between 1-2 hours outside of the classroom for every hour in the classroom.

How long is the program and how much does it cost?

This is a nine-month program consisting of six courses. Tuition for the program is \$4,700. Tuition does not include books and materials. You should budget approximately \$750 for books.

Why choose Duquesne University's Executive Certificate in Financial Planning program?

This is an accelerated program that allows students to meet the CFP Board's education requirement to sit for the CFP® Certification Examination in nine months.

Quality instruction is a must for any outstanding educational program. All faculty members have advanced degrees and certifications and are experienced professionals in their respective fields.

This program is a joint effort between Duquesne University and Kaplan Schweser. Kaplan Schweser is the leading provider of review materials and courses for the CFP® Certification Examination as well as a nationally recognized publisher of financial planning education materials and courses. Combined with Duquesne's commitment to education, students entering this program can be assured of the best education available.

Graduates of Duquesne University's Executive Certificate in Financial Planning may receive **three academic credits** towards a graduate degree in the School of Leadership and Professional Advancement.

I have already completed classes in a self study program, can I transfer credit to your program?

Duquesne University will allow students to transfer up to two classes from another board-registered program based upon review. Please contact us at 412.396.5600 to discuss this opportunity.

What is the process of attaining CFP® certification?

In order to attain CFP® certification, there are the four E's:

- Education
- Examination
- Experience
- Ethics

Education

The Education requirement can be fulfilled by successfully completing Duquesne's Certificate in Financial Planning program. Certain professionals such as a Ph.D., D.B.A., JD, CFA, CPA, ChFC or CLU may challenge the exam. Once you become a CFP® certificant, you will be required to complete 30 hours of continuing education every two years.

Examination

The CFP® Certification Examination is given three times per year in March, July and November. Based on the most recent Job Topic Study, the CFP Board issues a topic list covering 89 areas a candidate should be prepared to answer at the evaluation level or lower.

Experience

In order to receive CFP® certification, the candidate must meet certain experience requirements, including a bachelor's degree in any discipline from a regionally-accredited U.S. college or university, and 3 years of related work experience. The related work experience must be completed in the 10 years preceding the exam or 5 years after the exam.

Ethics

CFP® certificants are required to abide by the CFP Board's Code of Ethics and Professional Responsibility and Financial Planning Practice Standards. In addition, CFP® certificants are required to disclose to the CFP Board if involved in a criminal or civil proceeding.

For more information, please call 412.396.5600 or visit www.duq.edu/fp.

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SCHOOL OF LEADERSHIP AND PROFESSIONAL ADVANCEMENT



Executive Certificate in Financial Planning

School of Leadership and Professional Advancement



Executive Certificate in Financial Planning

The financial planning profession is experiencing tremendous growth and the CFP® mark is the best-known credential.

Program Overview

In order to meet the challenges faced by financial planning professionals, it is becoming increasingly important to develop the necessary skills and knowledge that will help clients manage their risks and achieve their goals.

Duquesne University's Executive Certificate in Financial Planning program is designed for professionals in the financial, insurance, accounting and banking fields as well as career changers. An outstanding faculty presents the material in a manner that is clear, concise and understandable.

The program focuses on the technical aspects, practical application, ethics and professionalism of financial planning. The topics covered are:

- Fundamentals of Financial Planning and Insurance Planning
- Investment Planning
- Taxation of Persons, Property and Other Entities
- Retirement and Employee Benefits
- Estate Tax Planning

Duquesne University offers this program in partnership with Kaplan Schweser, the leading provider of financial planning and education materials. Kaplan Schweser has helped more than 13,000 financial professionals pass the CFP® Certification Examination. Because of Kaplan Schweser's extensive experience in providing financial planning education, students participate in an efficient and effective learning environment.

About Duquesne University's School of Leadership and Professional Advancement

The School of Leadership and Professional Advancement has expertise in education, training and services for adult learners. Our students and clients include representatives from the corporate, nonprofit, government and military sectors. The School offers professional certificates, bachelors', masters' degrees and professional development opportunities for adult students. Please visit www.duq.edu/leadership or call 412.396.5600 for more information.

Certified Financial Planner Board of Standards, Inc. owns the marks CFP®, Certified Financial Planner™, and CFP (with flame logo)®, which it awards to individuals who successfully complete initial and ongoing certification requirements.

"In order to enter the financial planning profession, I needed a solid educational foundation. The Duquesne financial planning certificate program provided this, in a compressed timeframe. The Duquesne program also prepared me to pass the CFP examination, which gave me credibility with potential employers."

Kathi Zimmer

Course Overview and Descriptions

Fundamentals of Financial Planning and Insurance Planning

This course will introduce students to the theory and practice of financial planning. Students will receive an overview of specific areas of financial planning such as income tax planning, investment planning, retirement planning and estate planning. In addition, the course will present topics on the concepts of time value of money, education and retirement funding, and insurance planning. A financial calculator, such as an HP 12C, is required for this course.

Investment Analysis and Portfolio Management

This course introduces investment strategies, portfolio allocation theory and application, debt and equity securities, and portfolio management strategies. This course will also emphasize the importance of determining a client's risk tolerance and goals and then managing an investment portfolio that incorporates a client's level of risk, while achieving financial goals.

Taxation of Persons, Property and Other Entities

This course will focus on the federal income tax system. Topics will include gross income inclusions, exclusions, deductions, exemptions and credits. This course will consider the income taxation of individuals, sole proprietorships, partnerships, LLC's, and corporations (including S corporations). Finally, this course will present the students with taxation avoidance and minimization alternatives.

Retirement and Employee Benefits

This course includes the comprehensive study of qualified and non-qualified retirement plans, other tax-advantaged plans, and employee benefits. In addition, this course will present an overview of the Social Security, disability and health care programs.

Estate Tax Planning

This course will provide students with an introduction to estate planning and the taxation of estates for the purposes of financial planning. In addition, the overall tax implications of gifts and bequests will be presented in a manner that provides students with taxation avoidance and minimization techniques to be used when planning a client's estate.

Cases in Financial Planning

This course will involve case analysis and the integration of the five major areas of personal financial planning, which include:

- Fundamentals of Financial Planning and Insurance Planning
- Investment Planning
- Taxation of Persons, Property and Other Entities
- Retirement and Employee Benefits
- Estate Tax Planning

Students will examine the financial condition of individuals or families in a real-world application of the financial planning topics that have been covered in the previous five courses. Students will have the opportunity to develop a financial plan and present their recommendations. The course is an excellent preparation tool for professionals entering the field and for case-type questions on the CFP® Certification Examination.

75% of CFP® professionals say that their CFP® certification directly contributes to their success. (CFP Board 2011 CFP® Professionals Survey)

Program Structure

The Executive Certificate in Financial Planning is a sequential six-course certificate program. Courses meet Friday evenings and Saturdays, every other weekend. Students can expect to complete the program in 9 months. Please refer to our website for the most current schedule of offerings.

Admission Criteria and Procedures

Participants in the certificate program must have a four-year degree to obtain CFP® designation. Applicants must submit an official transcript and current resume. Download a copy of the application at www.duq.edu/fp, or call 412.396.5600 to request an application. No application fee is required. This program is approved for GI Bill or VA education benefits and for CareerLink funding; please contact your VA or CareerLink office for more information about this opportunity.

Certificate

Upon successful completion of Duquesne University's Executive Certificate in Financial Planning program, students will receive a certificate of completion from Duquesne University. Duquesne University is registered with the Certified Financial Planner Board of Standards, Inc. Students who successfully complete the certificate program will be eligible to sit for the CFP® Certification Examination.

Program Faculty

Duquesne University is proud to have assembled an outstanding faculty, in conjunction with Kaplan Schweser. All faculty in the program have CFP® certification, a professional designation or license. The faculty presents the material in a manner that allows students to utilize their time efficiently and effectively outside of the classroom. Please see the program website for faculty bios (www.duq.edu/fp).

"Excellent program, exactly the type of educational process that professionals need to balance work and school successfully!"

Paul Contos