

# RE-REGISTRATION FORM



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Exam registrations are good for three years or six testing windows from the original application date. If you are within three years or six testing windows of your original application, you qualify as a re-examinee. Otherwise, please complete a new application, available in the *CTP Candidate Handbook*.

Mail your application and appropriate fees (U.S. dollars) to:  
AFP, P.O. Box 64714, Baltimore, MD 21264 (if paying by check only).

Applications with credit card payment may be sent to AFP via fax at +1 301.907.2864.  
To avoid a duplicate credit card charge, the application should be mailed OR faxed, not both.

Please print or type

1. AFP ID# / CANDIDATE ID#: \_\_\_\_\_

2. NAME:  MR.  MS.  MRS.  DR. \_\_\_\_\_  
NOTE: Name exactly as it appears on your ID. FIRST LAST / FAMILY MI

3. TITLE: \_\_\_\_\_

4. EMPLOYER / ORGANIZATION: \_\_\_\_\_

5. HOME ADDRESS: \_\_\_\_\_

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

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

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

6. MAILING ADDRESS PREFERENCE (  HOME  BUSINESS ) WE SHIP UPS — NO P.O. BOXES, PLEASE.

NOTE: Your exam study materials and certificate will be mailed to this address.

7. PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

8. CTP EXAMINATION WINDOWS - SELECT ONE

	Registration Deadline
<input type="checkbox"/> June 1, 2023 – July 31, 2023 (2023A)	April 26, 2023
<input type="checkbox"/> December 1, 2023 – January 31, 2024 (2023B)	November 1, 2023

(Continued on Reverse)

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## 9. RE-REGISTRATION FEES – SELECT ONE

Re-Registration Fee ..... \$250  
Candidates who were not successful on their previous exam attempt(s) or failed to schedule an appointment during their approved testing window

**OR**

Re-Registration + No Show Fee ..... \$340  
Candidates who have previously forfeited their examination and candidate status by failing to maintain their scheduled appointment are required to remit a \$90 “no-show” penalty and the \$250 discounted exam fee.

**OR**

No Show Penalty Only ..... \$90  
Candidates who have missed their exam appointment or canceled their exam appointment after the 24 hour deadline with Pearson VUE and wish to sit for the exam in the same window are required to submit the \$90 no show fee.

## 10. METHOD OF PAYMENT: PAYMENT BY CHECK MUST BE MADE IN U.S. DOLLARS DRAWN ON A U.S. BANK

CHECK  AMERICAN EXPRESS  MASTERCARD  VISA  DISCOVER CARD  WIRE

11. CARD NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

12. SIGNATURE: \_\_\_\_\_

(FOR CREDIT CARD PAYMENT)

If you'd like to purchase preparation materials please visit <https://ctpcert.afponline.org/preparation>

By signing and submitting this application form, I accept the conditions set forth in the CTP Exams Rules and Regulations ([www.CTPcert.org/RulesRegs](http://www.CTPcert.org/RulesRegs)). I understand that I am subject to all policies concerning cancellations, refunds, deferrals, administration of the test, reporting of test scores and the complete certification process and policies including the CTP recertification process. ([www.AFPonline.org/RecertGuidelines](http://www.AFPonline.org/RecertGuidelines)).

I certify that I have read and will abide by the Association for Financial Professionals' Standards of Ethical Conduct ([www.AFPonline.org/ethics](http://www.AFPonline.org/ethics)). 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.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR AFP OFFICE USE ONLY
CC/CK# _____
ID# _____
Amt \$ _____