



Transitioning from CTPA to CTP

Documentation of Work Experience & Continuing Education
Requirements Guidelines

**Certified Treasury Professional[®]
Associate**

The Global Standard of Excellence in Treasury

Transitioning from CTPA to CTP

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 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 Guideline. 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, economics, ethics or accounting. Cash and treasury management are defined as the topics covered in the body of knowledge, *Essentials of Treasury Management*, Fourth 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 topic areas found in *Essentials of Treasury Management, Fourth Edition* (e.g., treasury/ cash management, finance, accounting, ethics, economics) are eligible for recertification credits.

Exam preparation courses for 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 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 for individual certificants. Please review these guidelines to determine if an activity is eligible.

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Qualifying Continuing Education continued

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
- Non-finance related computer software application activities such as PowerPoint and Word
- 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 Treasury Learning System™

Maximum Credits Accepted: 18

Activity Description: Individuals who earned their credential prior to 2014 may earn 18 credits with a post-test score of 70% or higher on the most current edition of the *AFP Treasury Learning System™* 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 found at www.AFPonline.org/ctpqquiz.

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 course 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 professional areas 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.

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Continuing Education Program

Categories continued

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

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 Form or Certificate of Completion.

I. 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, 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 indicating or 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 colleges/universities, 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 a college or a 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

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 term

Accepted Documentation: A copy of the program or publication listing your name 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 form or certificate of completion.

M. Student Internship Supervision

Maximum Credits Accepted: 12

Activity Description: Provide semester long supervision to an undergraduate/graduate student in a treasury/cash management or accounting internship program. A description of the internship project must be submitted to AFP in advance for approval.

Accepted Documentation: Updated description of the internship project to include additional information relevant to implementation/end result, completion date, and supervisor's signature.

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Continuing Education Program Categories continued

N. 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 or Corporate Treasurers Council	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

O. 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, 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/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.CTPcert.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.

Contact the Certification Department with any questions.

T: +1 301.907.2862 | F: +1 301.907.2864 | Email: certification@AFPonline.org

CTPA Work Experience and Education Reporting Form

(1 of 3)

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:

Work Experience I

TITLE: _____

ORGANIZATION: _____

ADDRESS: _____

CITY: _____ STATE/PROV: _____ ZIP/POSTAL CODE: _____ COUNTRY _____

PHONE: _____ FAX: _____

DATES OF EMPLOYMENT: _____

DUTIES/RESPONSIBILITIES: _____

SUPERVISOR NAME: MR. MRS. MS. _____
LAST FIRST MIDDLE INITIAL

SUPERVISOR TITLE: _____

PHONE: _____ EMAIL: _____

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: _____

CTPA Work Experience and Education Reporting Form

(2 of 3)

Work Experience II

TITLE: _____

ORGANIZATION: _____

ADDRESS: _____

CITY: _____ STATE/PROV: _____ ZIP/POSTAL CODE: _____ COUNTRY _____

PHONE: _____ FAX: _____

DATES OF EMPLOYMENT: _____

DUTIES/RESPONSIBILITIES: _____

SUPERVISOR NAME: MR. MRS. MS. _____

LAST

FIRST

MIDDLE INITIAL

TITLE: _____

PHONE: _____ EMAIL: _____

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: _____

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: _____

Mail to:

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

or fax to:

+1.301.907.2864
Attn: Certification Department

CTPA Work Experience and Education Reporting Form

(3 of 3)

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NAME: _____ AFP ID NUMBER: _____

PROGRAM DATE & TIME (MM/DD/YY)	PROGRAM	PROGRAM SPONSOR	PROGRAM TYPE (A-O)	NUMBER OF CREDITS (1 credit per 50 minutes)
Example: 10/8/14 11:30 am–1:30 pm	Treasury as a Strategic Partner	Silicon Valley AFP	D	2.4

CE PROGRAM CATEGORIES:

- | | | |
|--|---|---|
| A. AFP Treasury Learning System: | F. Licenses and Certifications | L. Career Development |
| B. AFP Publications Quizzes | G. Published Articles and/or Books | M. Student Internship Supervision |
| C. College/University Courses | H. Teleconferences/Webinars | N. Association or Professional Society Membership |
| D. Conferences, Seminars, Workshops, and Training Sessions | I. Speakers/Presenters & Academic Lecturers | O. On-the-Job Experience |
| E. Independent Study | J. Thesis/ Dissertation | |
| | K. Volunteer Service/Leadership | |

By signing and submitting this Reinstatement Appeal Form, I verify that the information contained is true, complete and accurate, and the programs attended are qualified cash/treasury management, finance, accounting, economics or ethics-related topics as outlined in the Recertification Reporting Guidelines. I understand that all credits are subject to verification by AFP.

SIGNATURE: _____ DATE: _____



ASSOCIATION FOR
FINANCIAL
PROFESSIONALS

About AFP®

Headquartered outside Washington, D.C., the Association for Financial Professionals (AFP) is the professional society that represents finance executives globally. AFP established and administers the Certified Treasury Professional and Certified Corporate FP&A Professional credentials, which set standards of excellence in finance. The quarterly AFP Corporate Cash Indicators serve as a bellwether of economic growth. The AFP Annual Conference is the largest networking event for corporate finance professionals in the world.

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