

**SMU Certificate Program in Financial Planning**  
**APPLICATION & INSTRUCTIONS FOR**  
**COURSE TRANSFER and PROFESSIONAL CREDENTIAL EXEMPTION**

**TO APPLY FOR A COURSE TRANSFER  
FROM ANOTHER CFP BOARD-REGISTERED PROGRAM**

1. Complete the [Application for Course Transfer & Professional Credential Exemption](#) found on the following page. List the courses you are applying to transfer on the first page of the form. Then, using the course number, indicate courses on the checklist that correspond to a specific content area. One course may cover several content areas.
2. Attach a detailed course description from the program or the course syllabus if the description does not clearly identify course content.
3. Attach your transcript with an equivalent grade of "B", 80%, 3.0, or better to the application form (photocopies are acceptable). If the course only provides Pass or Fail, it must be noted on the transcript. ***PLEASE NOTE both the transcript and course description or syllabus must accompany the application or the application will be deemed incomplete and will not be reviewed.***
4. Mail the signed application and completed checklist, transcript and other supporting documentation:  
SMU School of Education and Human Development  
ATTN: CPFP Course Transfer Request  
P.O. Box 750275  
Dallas, TX 75275-0275

You may also fax your request to:

(214) 768-1071

ATTN: CPFP Course Transfer Request

**TO APPLY FOR A COURSE EXEMPTION  
BY PROFESSIONAL CREDENTIALS**

1. Complete the [Application for Course Transfer & Professional Credential Exemption](#) found on the following page.
2. List the following credentials for which you are applying for exemption on the first page of the form.  
FP102 – Insurance and Risk Management - CLU or ChFC AND CPCU  
FP103 – Investments - CFA®  
FP104 – Retirement Planning and Employee Benefits - CEBS  
FP105 – Tax Planning - CPA  
FP106 – Estate Planning - JD (Specializing in Estate Planning)
3. Attach proof of the Professional Credential from the credentialing agency (photocopies are acceptable).
4. Mail the signed application and supporting documentation  
SMU School of Education and Human Development  
ATTN: CPFP Professional Exemption Request  
P.O. Box 750275  
Dallas, TX 75275-0275

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5. Upon adequate certification of your professional credential(s), schedule the course exemption exam. You must receive a passing grade (70%) to obtain credit for the exemption.

# SMU Certificate Program in Financial Planning Application for Course Transfer & Professional Credential Exemption

## SECTION I: Personal Information

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

## SECTION II: Course Transfer from a CFP Board-Registered Program

CFP Board-Registered Program	Date Completed	Course Title	Course Number

*If you are not applying for a course transfer, please skip Section II and move directly to Section III.*

## SECTION III: Professional Credential Exemption

Credential (CLU or ChFC & CPCU, CPA, CEBS, CFA®, JD)	Date Completed	Current Profession (e.g. Insurance Agent, Stock Broker, Accountant)	How Long?

*If you are not applying for Professional Credential Exemption, please complete Section II and skip Section III.*

I certify that the above information is correct and accurate and that the accompanying documents are authentic.

Signature \_\_\_\_\_

Date \_\_\_\_\_

