

Take the Next Step™

## CFP® Continuing Education (CE) Exemption Request Form

Please complete all four sections and mail or fax to FPSC. Incomplete forms will not be processed.

### Section A

▶ I am requesting an exemption from the CE requirements for the calendar year:

▶ Registrant ID Number

Registrant ID Number		
First Name	Middle Name(s)	Surname

▶ Preferred Mailing Address:

Preferred Mailing Address:
Phone:
Fax:
E-Mail:

### Section B

▶ All Exemption Request Forms must be accompanied by sufficient supporting documentation. Please indicate the reason for your CE exemption request by selecting one of the following options:

<input type="checkbox"/> Long/Short Term Disability	<b>Start Date</b> (mm/dd/yy) <input type="text"/>	<b>End Date</b> (mm/dd/yy) <input type="text"/>
<input type="checkbox"/> Maternity Leave	<b>Start Date</b> (mm/dd/yy) <input type="text"/>	<b>End Date</b> (mm/dd/yy) <input type="text"/>
<input type="checkbox"/> Medical/Sick Leave	<b>Start Date</b> (mm/dd/yy) <input type="text"/>	<b>End Date</b> (mm/dd/yy) <input type="text"/>
<input type="checkbox"/> Other Extenuating Circumstances (please attach explanatory details)		

Registrant ID Number

### Section C

▶ Please check one the following:

- Did not complete any CE credits for the specified year.
- Completed partial credits and would like an exemption for the shortfall.  
*Please indicate the number of credits completed for the specified year below.*

REPORTED:

TOTAL CREDITS WAIVED:

*\*Office Use Only*

If you were unable to complete the full 30 CE credits for the specified year in which you are requesting an exemption, please ensure that you complete the online CE reporting form detailing the CE activities you have completed and submit separately all of your CE supporting documentation. The online CE reporting form can be found on your profile at our website [www.fpsc.ca](http://www.fpsc.ca) under FPSC Online Services.

### Section D

▶ I understand and agree to abide by the following terms and conditions:

- ▶ All decisions by FPSC to grant exemption status are made on an individual case by case basis and are purely discretionary.
- ▶ All exemption requests are applied and granted on an annual basis.
- ▶ If an exemption is granted, it is only for the calendar year requested.
- ▶ The exemption policy outlined in the Continuing Education Guidelines.
- ▶ All information contained in this exemption request form and all accompanying supporting documentation is true to the best of my knowledge and ability.

Any contravention of the above-noted terms will result in the immediate revocation of any continuing education exemption granted by FPSC and may result in further disciplinary action being taken by FPSC.

Signature

Date (mm/dd/yy)

Check if you have included the required supporting documentation:

- Doctor's/medical note  CE supporting documentation
- Baby's birth certificate (copy)/adoption papers (copy)  Explanatory letter