



## **AFC® (Accredited Financial Counselor) Program**

### **Registration Guidelines for the University Program**

*Registration as an AFCPE® Approved University Program provides students with the opportunity to obtain the AFC at a deeply discounted rate. The price to complete the traditional program is \$1,250 but students at an approved university are eligible to challenge the exam for a total price of just \$450.*

### **Program Guidelines:**

- Programs must be housed within post-secondary institutions accredited by one of the 6 regional accrediting agencies recognized by the Department of Education and all coursework should be, at minimum, at an Undergraduate level of study.
- Coursework must cover subject areas corresponding to the core competencies required to sit for the AFC® certification exam (a minimum of 6 credit hours is required to satisfy this requirement).
- Required curriculum should be within a program that supports student development in personal finance, debt management, and counseling skills through additional coursework and/or other educational or experiential opportunities.
- The University Supervisor, a faculty member of the University, must be an AFC in good standing, or have a graduate degree from a financial planning, financial counseling or other degree approved on a case-by-case basis.

### **Student Requirements:**

- Register for the AFC® certification through AFCPE®.
- Complete coursework in an AFCPE Approved University program.
- Pass the AFC certification exam.
- Acquire 1,000 hours of relevant financial counseling/financial education work experience.
- Submit three letters of reference attesting to professional competence – one from a supervisor, one from a colleague, and one from a client.
- Sign and agree to abide by the AFC Code of Ethics.
- Renew certification by paying annual certification fees and acquiring required Continuing Education Units (CEUs) within each bi-annual reporting period.
- From the date of registration with AFCPE, the student has three years to pass the exam and complete all requirements to become certified.



## Initial Application: AFCPE® Approved University Curriculum

Date of Application: \_\_\_\_\_  
(mm/dd/yyyy)

### Program Profile:

#### *Program Information:*

Institution Name: \_\_\_\_\_

Full Degree/Program Title: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Website: \_\_\_\_\_

#### *Program Type:*

- Undergraduate                       Graduate                       Certificate Program

#### *Program Length*

Number of courses in your program: \_\_\_\_\_ Number of weeks of each course: \_\_\_\_\_

#### *Program Delivery Method:*

- Classroom                                       Distance Learning  
 Self-Study (text based)                       Hybrid (classroom and distance)

**Contact Information:**

***University Supervisor:***

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Degrees and Designations/Certifications:

\_\_\_\_\_  
\_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

***Program Director:***

Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

***Other Contacts (optional):***

<b>Name:</b>	<b>Title:</b>	<b>Email:</b>	<b>Phone:</b>

**Core Curriculum:**

At a minimum University coursework should address subject areas that match the AFC® program competencies. Provide information below on all courses that students will be required to take in order to satisfy this criteria and be eligible to sit for the AFC certification exam.

**Course Summary:**

Include with your application a detailed syllabus for each course in this section. The detailed syllabus should include instructor information, required/recommended texts, expected learning outcomes, and a description of assessment methods.

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Instructor</b>	<b>Syllabus Submitted</b>
				Y/N

**Course Detail:**

Course # \_\_\_\_\_ Course Title: \_\_\_\_\_

General Subjects Covered: \_\_\_\_\_

Required Text (with Edition/year): \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Degrees and Designations/Certifications: \_\_\_\_\_

**Course Detail (cont.):**

Course # \_\_\_\_\_ Course Title: \_\_\_\_\_

General Subjects Covered: \_\_\_\_\_

Required Text (with Edition/year): \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Degrees and Designations/Certifications: \_\_\_\_\_

Course # \_\_\_\_\_ Course Title: \_\_\_\_\_

General Subjects Covered: \_\_\_\_\_

Required Text (with Edition/year): \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Degrees and Designations/Certifications: \_\_\_\_\_

Course # \_\_\_\_\_ Course Title: \_\_\_\_\_

General Subjects Covered: \_\_\_\_\_

Required Text (with Edition/year): \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Degrees and Designations/Certifications: \_\_\_\_\_

Course # \_\_\_\_\_ Course Title: \_\_\_\_\_

General Subjects Covered: \_\_\_\_\_

Required Text (with Edition/year): \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Degrees and Designations/Certifications: \_\_\_\_\_

**Covered Competencies:**

Indicate which course(s) addresses each subject area corresponding to the AFC® program competencies listed below:

<b>AFC® Program Competencies</b>	<b>Course Number</b>
<b>Establishing Client Engagement</b>	
Counseling Environment	
Client Information	
Strategic Counseling Plan	
<b>Creating Action Plan</b>	
Establishing Goals	
Identify Strategies to Attain Goals	
<b>Financial Statements, Ratios and Spending Plans</b>	
Cash Flow Statement	
Net Worth Statement	
Financial Ratios	
Spending Plans	
<b>Money Management</b>	
Financial Services	
Basic Tax Management	
Employment Considerations	
<b>Credit and Debt Management</b>	
Uses of Credit	
Credit Reports and Scores	
Credit Products	
Debt Management	

<b>AFC® Program Competencies</b>	<b>Course Number</b>
<b>Consumer Protection</b>	
Consumer Rights and Responsibilities	
Identity Theft	
Investor Protection	
<b>Educating a Client on Major Acquisitions</b>	
Property Acquisition	
Renting or Buying Home	
Selling a Home	
<b>Risk Management</b>	
Financial Risks	
Insurance Products	
<b>Investment Basics</b>	
Investment Fundamentals	
Investment Choices: Stocks/Bonds/Mutual Funds/Real Estate/High-Risk Investments	
<b>Retirement</b>	
Retirement Calculation	
Tax-sheltered Retirement Accounts	
Income Sources in Retirement: Social Security, Defined Benefit Plan, IRA, Annuities, etc.	
<b>Estate Planning</b>	
Wills, Trusts, Advanced Directives	
Estate Planning Process	
Estate Planning Issues	
Documentation	
Legal Assistance	



**Program Supports (Cont.):**

*Description of Opportunities:*

Describe other opportunities/programming that support student development in areas of personal finance, counseling, or debt management (Could include Student Money Management Centers, Community Outreach, Involvement with Professional Associations etc.).

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## AFCPE® – AFCPE Approved University Agreement

This agreement, made and entered into as of this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ (“Agreement”), is by and between the Association for Financial Counseling and Planning Education®, a Delaware nonprofit corporation (“AFCPE®” or “Association”) with principal offices located at 1940 Duke Street, Suite 200, Alexandria, VA 22314 and \_\_\_\_\_ (University) located at -

### AFCPE® Mission

AFCPE is a nonprofit, professional organization dedicated to educating, training, and certifying financial counselors and educators. Through the integration of research, education and best practices, AFCPE supports professionals and provides professional development experiences for financial educators, practitioners and researchers to improve the economic wellbeing of individuals and families worldwide.

### Trademark Use

AFCPE®’s certification marks represent the highest standards of excellence in the field of financial counseling and are valuable assets of AFCPE. Professionals authorized by AFCPE to use its certification marks benefit from both our long history of high ethical and educational standards and the public recognition of AFCPE’s certification marks as symbols of professional accomplishment. Please help uphold the value of the trademarks by adhering to strict use and reproduction guidelines\*.

### AFC® (ACCREDITED FINANCIAL COUNSELOR)

- Always use capital letters.
- Use the superscript ® symbol on first occurrence.
- Can be used alone, or with one of AFCPE®-approved nouns: “program”, “certificant,” “professional,” “practitioner,” “certification,” “mark” or “exam.”

\*Read the comprehensive [AFCPE Trademark Guidelines](#) for proper use of the AFCPE certification marks.

### TERMS AND CONDITIONS

**Responsibilities:** University shall (1) maintain the integrity and rigor of core curriculum (2) notify AFCPE® of substantial changes to curriculum or change to Supervising Professor and (3) encourage interested and eligible students to complete the AFC® certification program through this AFCPE Approved University pathway.

Penalties: University shall renew program approval every five years with the next renewal period being calendar year 2020. Should renewal application not be completed, University will lose the AFCPE® Approved University status for the program and shall not use the name, logo, or any other identifying information of Association or Program for any purpose including press releases, presentations or other communications without prior written consent of Association.; excepting Force Majeure Events described later herein.

Intellectual Property and Publicity: AFCPE® will own all right, title, and interest in and to any Intellectual Property created or developed prior to this partnership. This includes AFCPE certification and post certification programs, trademarks, service marks, trade names, trade dress, inventions, discoveries, trade secrets, works of authorship, copyrights, rights of publicity, rights of privacy and all other forms of intellectual property protected by law and embodiments thereof. University will not use, integrate or otherwise incorporate Association's materials into their existing curriculum for separate use.

Recordkeeping and Reporting:

- (a) University shall maintain complete and accurate working papers concerning the AFCPE® program in its principal offices in accordance with its normal procedures.
- (b) Upon request, the University shall supply to AFCPE all information reasonably requested during the program. During ordinary business hours, AFCPE or its authorized representatives shall have access to all working papers, records, and materials in the University's offices regarding the Program.
- (c) Upon termination of this Agreement for any reason, University shall, without additional cost or demand from AFCPE, deliver to AFCPE in an orderly and expeditious manner (i) all information, records, documentation, data, and other property in University's possession supplied by AFCPE in connection with the Program and (ii) information, records, documentation, reports, and data in University's possession prepared by University for AFCPE in connection with the Program (except that one copy of the information, records, documentation, data, and other property set forth in the foregoing clauses (i) and (ii) may be retained by University for its records). This subsection shall survive the expiration or termination of this Agreement.

Status of Parties: In connection with this collaboration, University is acting as an approved program provider and not in any other capacity, with duties owing solely to AFCPE®.

Nothing in this Agreement shall be construed to create a joint venture, partnership, association, or other affiliation or similar relationship between the parties, it being specifically agreed that the relationship between the parties is and shall remain that of independent parties to a contractual relationship as set forth in this agreement. No party shall have the right or authority to assume or create any obligation on behalf of the other party.

Termination: This Agreement may be terminated in the following instances:

- (a) This Agreement may be terminated by either party upon written notice if the other party breaches any material term of condition of this Agreement and such breach remains uncured

thirty (30) days after receipt by the breaching party of written notice identifying the breach from the other party;

- (b) The Association may terminate this Agreement immediately upon written notice to University at any time that the University fails to meet a deadline.

Independent Principals: The parties are independent principals in all relationships and actions under and contemplated by this Agreement. This Agreement will not be construed to create any employment relationship, partnership, joint venture, or agency relationship between the parties, or to authorize any party to enter into any commitment of agreement binding the other.

Confidentiality: Each of the University and Association may disclose information it considers confidential to the other to facilitate the Program. Each party shall use all reasonable efforts to treat and keep confidential, and cause its officers, employees, agents, and subcontractors or other persons involved with the Program to treat and keep confidential, any such information marked “Confidential” received by it from the other party. Such reasonable efforts will be no less than the efforts used by the recipients to protect its own confidential information, but in no event less than a reasonable effort given the nature of the confidential information. The obligation to keep information confidential shall not apply when the recipient had possession of the information before being provided with the same by the disclosing party, when the information becomes public knowledge through no fault of the recipient, when the information is received by the recipient from a third party without the recipient having a duty of confidentiality, when the recipient is ordered by judicial or administrative process to disclose any or all of the information, or if the discloser gives prior written consent to the discloser.

Limit of Commitment: Unless otherwise stated in writing, this Program is made with the understanding that the Association has no other obligation to provide other additional support to the University.

Non-Waiver: Any failure by any party to detect, protest, or remedy any breach of this Agreement will not constitute a waiver or impairment of any such term or condition, or right of such party at any time to avail itself of such remedies it may have for any breach or breaches of such terms or conditions.

Severability: If any provision hereof is declared invalid by a court of competent jurisdiction, such provision will be ineffective only to the extent of such invalidity, so that the remainder of that provision and all remaining provisions of this Agreement will continue in full force and effect.

Force Majeure: No party will be in default by reason of any failure in performance of this agreement if such failure arises, directly or indirectly, out of causes reasonably beyond the direct control or foreseeability of such party, including but not limited to, acts of God or of a public enemy, U.S. or foreign governmental acts in either a sovereign or contractual capacity, labor, fire, flood, epidemic, strikes, and/or freights embargoes (a “Force Majeure Event”). Such failure in performance shall be excused for as long as (a) such Force Majeure Event continues and (b) the non-performing party continues to use its best efforts to recommence performance whenever and to whatever extent possible without delay. The non-performing party shall immediately notify the other party of the occurrence of the Force Majeure Event and describe in reasonable detail the nature of the Force Majeure Event. Notwithstanding the foregoing, if any Force Majeure Event continues beyond ninety (90) days, the Association shall have the right to terminate this agreement by providing written notice to the University.

Governing law and Jurisdiction, Arbitration: This Agreement shall be governed by, construed, and interpreted in accordance with the laws of the State of New York without regard to its rules governing conflict of law. The party asserting a dispute will advise the other party and the parties will thereafter attempt to resolve the claim by negotiation. All disputed matters that cannot be resolved by the parties through negotiation will be settled by binding arbitration in accordance with the rules and procedures of the American Arbitration Association; provided, however, that (a) for a controversy, claim or dispute involving an amount of less the \$250,000, such matter shall be decided by a single arbitrator appointed jointly by the parties, and (b) for controversy, claim or dispute involving an amount of \$250,000, or more, such matter shall be decided by a three-arbitrator panel jointly appointed by the parties. In any event, (1) submission of any claim, dispute, controversy or other matter in questions to the American Arbitration Association shall not be required if the parties agree upon another arbitration forum, (2) judicial or other remedies for infringement or a registered patent, trademark, service mark or copyright or other intellectual property right, (3) the parties shall not submit claims for punitive damages, and do hereby waive any right to same, and (4) the arbitrators shall not be authorized to award punitive damages. The arbitrator(s) may (but shall not be obligated to) include in any determination that the unsuccessful party in any action or proceeding, shall pay for all costs, expenses and reasonable attorney's fees incurred by the prevailing party or its agents or both in enforcing the terms and conditions of this Agreement. The term "prevailing party" as use herein will include, without limitation, a party who utilizes legal counsel and brings an action against the other party by reason of the other party's breach or default and obtains substantially the relief sought. The arbitration proceeding shall be held in the State of New York, unless otherwise agreed by the arbitrators or the parties.

Counterparts: This Agreement may be executed in one or more counterparts (including facsimile), each of which shall be deemed an original, and such counterparts together shall constitute but one and the same instrument; provided that in the event facsimile counterparts are exchanged, the parties will exchange originals via overnight courier within three days of the exchange of the facsimile counterparts.

IN WITNESS WHEREOF, this Agreement has been executed by the duly authorized representatives of the parties.

Agreement:

\_\_\_\_\_ Date \_\_\_\_\_  
University Supervisor

\_\_\_\_\_ Date \_\_\_\_\_  
AFCPE®

**Application Payment:**

***One-time AFCPE® Approved University Program Application Review fee - \$200:***

MasterCard/Visa/American Express      OR      Check # \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Cardholder E-mail: \_\_\_\_\_