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# Certificate in Paraplanning

## What is the Certificate in Paraplanning?

The Level 4 Certificate in Paraplanning was developed in conjunction with Paraplanners, Financial Planners and trainers to test the application of skills and the technical knowledge needed by Paraplanners.

If you are currently working as a Paraplanner, whether in-house or outsourced, the qualification will help you by building on your existing skills and enable you to become more efficient in your job. If you are thinking of becoming a Financial Planner in the future, then this is an ideal step towards CFP™ certification as it covers some of the core competences tested as part of this globally recognised qualification.

## Who should study the qualification?

The Certificate in Paraplanning is the ideal qualification for individuals who are currently practising as a Paraplanner in the UK.

It's a challenging and relevant qualification which is designed to further develop and test your financial planning skills and how well you can apply technical knowledge in Financial Planning situations. Success in the exam also provides powerful professional recognition that you have the appropriate combination of technical knowledge and planning skills required to fulfill the role of Paraplanner.

## Ofqual approval

The Certificate In Paraplanning is regulated by Ofqual (on its Regulated Qualifications Framework) as the CISI Level 4 Certificate in Paraplanning. The Total Qualification Time for this qualification is 263 hours. Visit <https://register.ofqual.gov.uk/>

On the European Qualifications Framework this equates to a level 5 qualification. For further information on the European Qualifications Framework, please visit [cisi.org/eqf](http://cisi.org/eqf)

## Key features

- **Specialist qualification** - an ideal step towards obtaining CERTIFIED FINANCIAL PLANNER™ certification – the global standard of excellence in financial planning
- **Free CISI Student membership** – become associated with a Chartered professional body and take advantage of an extensive range of benefits, including the CISI IFP Forum
- **ACSI designatory letters** – you will be eligible for ACSI membership of the Institute upon successful completion of the Certificate in Paraplanning
- **Apply to become an Accredited Paraplanner™** – differentiate yourself as a qualified Paraplanner and gain professional recognition with peers and clients
- Exams available online via **remote invigilation** or at one of our **global test centres**



CFP™, CERTIFIED FINANCIAL PLANNER™ and the CFP Logo are certification marks owned outside the U.S. by Financial Planning Standards Board Ltd. Chartered Institute for Securities & Investment is the marks licensing authority for the CFP™ marks in the United Kingdom, through agreement with FPSB.

"I feel that my APP designation demonstrates that I have a greater commitment to the profession by seeking to go above and beyond the minimum requirements to establish my financial planning knowledge."

**Farida Hassanali CFP APP Chartered FCSI,  
Paradigm Norton**

## How is the qualification structured?

The qualification is achieved by passing two units (below). Visit [cisi.org/cpp](https://cisi.org/cpp) for full syllabus and unit details.



## Studying for the Certificate in Paraplanning

### Financial Planning & Advice

This multiple choice question (MCQ) exam is computer based, consists of 80 questions and lasts 2 hours. We recommend a minimum of 140 hours study and upon successful completion you will be awarded 10 CPD hours.

*Syllabus covers: **Financial Protection** - Consumer and Retail Market Factors and Trends Relevant to Financial Protection · Protection Planning and Solutions · **Retirement Planning** - Pension Provision in the Context of Political, Economic, Legal and Social Environment Factors · Pension Scheme Taxation, Law and Regulation · Defined Benefit (DB) and Defined Contribution (DC) Schemes · Financial Planning and Advice for Retirement · **Financial Planning** · Financial Planning Fundamentals and Assumptions · Establishing the Client - Planner Relationship · Client's Information Collection and Analysis · Developing, Communicating, Implementing and Reviewing Financial Planning Recommendations*

### Investment Risk & Taxation

This multiple choice question (MCQ) exam is computer based, consists of 80 questions and lasts 2 Hours. We recommend a minimum of 140 hours study and upon successful completion you will be awarded 8 CPD hours.

*Syllabus covers: Asset Classes · The Macro-Economic Environment · Principles of Investment Risk and Return · Taxation of Investors and Investments · Investment Products · Portfolio Construction and Planning · Investment Advice · Portfolio Performance and Review*

A CISI workbook is available and is required to be purchased when booking each exam. This is to ensure there is one standard workbook from which all exam candidates can prepare. You can also choose to purchase CISI elearning to support your exam preparation. You can also choose to complete formal training for our exams with a CISI Accredited Training Partner (ATP). To find an ATP near you visit [cisi.org/atp](https://cisi.org/atp)

## Book your exam

Online – [cisi.org/cpp](https://cisi.org/cpp)  
By phone – +44 20 7645 0777  
Via email – [customersupport@cisi.org](mailto:customersupport@cisi.org)

Don't forget to set your results preferences afterwards at [cisi.org/resultsdashboard](https://cisi.org/resultsdashboard)

Visit [cisi.org/prices](https://cisi.org/prices) for current prices

## Next steps

### CISI Membership

Upon successful completion of the Certificate you will be eligible to become an Associate member of the Institute and utilise the designatory letters, ACSI. CISI membership enables you to develop your career, increase your competence and maintain the highest standards of personal integrity. Visit [cisi.org/membership](https://cisi.org/membership)

### Become an Accredited Paraplanner™

Once you have achieved the Certificate in Paraplanning and have upgraded your membership to Associate level or above, you can apply to become an Accredited Paraplanner™. Visit [cisi.org/app](https://cisi.org/app) for more information.

### Criteria for becoming an Accredited Paraplanner

