

## **INSTRUCTIONS FOR TAKING EXAMS**

**Insurance Agents & CFP's must score at least 70% on exams**

### **STEP-1**

After reading your course material, begin taking the exam. Your answers will be input on the Scantron Answer Sheet, please use a No. 2 pencil to fill in your answers. Write your name and the course name you are taking on the Scantron Answer sheet.

*Note: On the Scantron Answer Sheet **DO NOT FILL OUT:** Date, Test No., or Period Box. We know the box for subject is very small, write in the name of your course as well as possible, make it fit, or write somewhere else on the Scantron Answer Sheet.*

### **STEP-2**

Complete the enclosed Application for Certification where items are checked

### **STEP-3**

When you finish the Course, fax, or scan/email us the following items:

- Completed Application for Certification
- Completed Scantron Answer Sheet

### **STEP-4**

When we receive your Application & Answer Sheet it will be graded within 3 business Days. Your certificate will be emailed to you for your files.

## **For an Additional Fee of \$35 We Have Express/Same Day Grading Service Available**

**Express:** We will grade and return your certificate the same day for a fee of \$35.00 which can be paid by using a credit card or debit card.

**To Fax, Scan/Email:** Photocopy your Scantron Test Answer Sheet and Fax a copy along with your Application for Certification to 770-702-7914. Please provide on your cover sheet, a credit card number, and the expiration date. You can scan and email your Scantron Test Answer Sheet and Application for Certification to the following address: [confirmation@acceducation.com](mailto:confirmation@acceducation.com)

**Same Day Service** Means any business day we are open, Monday thru Friday, except holidays, or the day before or after a Holiday. Answer Sheet & Application for Certification received in our office by 3:00 p.m. will be graded same day. Answer Sheet & Application for Certification received after 3:00 p.m. will be returned same day if we have time, or the very next business morning.

**Certified Financial Planners** are approved in all States.

Your CFP continuing education will also be accepted by the following designations:

- American College
- CPCU - Chartered Property Casualty Underwriter
- CLU – Chartered Life Underwriter
- CIMA - Chartered Institute of Management Accountants
- AIF - Accredited Investment Fiduciary
- CWS - Certified Wealth Strategist

## **A Center For Continuing Education**

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