

Professional Development Pathway



This diagram sets out the current education and qualification paths for **practitioner** members. For more details, please refer to the **Membership Bylaws & Certification Bylaws** on the website at www.ifa.org.nz under **Library: Institute Documents**.

All membership and qualification matters come under the jurisdiction of the Certification Committee. This committee is independent of the Board and Executive. If you believe you should not have to meet one or more of the requirements below, you should make a detailed case and send it, with supporting documentation, to this committee via the National Office: PO Box 5513, Wellington. Phone 0800 404 422.

1. New members join as Provisional members; at the time of application you:
 - declare involvement as a financial adviser

and

 - agree to complete the Education/Training and other requirements for General membership within 2 years.

2. a. **COMPLETE educational qualifications:**
EITHER:
Vocational path: Complete the Certificate in Financial Services (CertFS) run by [Adviserlink Learning](#);
OR
University path: Complete 4 Papers of an approved University Diploma*, and undertake to complete the full Diploma within 4 years of becoming a Provisional member.
AND
 b. **Complete 2 years MENTORING.**
 Provisional members working for an **ATO** (Approved Training Organisation) complete similar requirements.
ON COMPLETION OF THESE REQUIREMENTS YOU MAY APPLY FOR GENERAL MEMBERSHIP.

Stop here, or go on for **higher practitioner membership status**

3.

<p style="text-align: center;">Associate Financial Planner (AFP)</p> <p>Complete 4 papers towards Diploma in Personal Financial Planning* and declare intention to qualify as CFP^{CM} Practitioner</p>	<p style="text-align: center;">Associate Life Underwriter (ALU)</p> <p>Complete 4 papers towards Diploma in Personal Risk Management*, and declare intention to qualify as CLU</p>
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4. Finally, once you have **COMPLETED THE APPROVED DIPLOMA*** or its equivalent and a minimum of three years experience as a financial adviser, and subject to the final requirements below, you may apply for our highest designations:

Comprehensive Case Study

Comprehensive Case Study (from 2011)

CFP^{CM} Practitioner
CERTIFIED FINANCIAL PLANNER^{CM} Practitioner

CLU
CHARTERED LIFE UNDERWRITER

Finally, **ALL PRACTITIONER MEMBERS**, whether fully qualified or not, have to complete the required hours of Continuing Professional Development (CPD) every two membership years. Refer to the [CPD Guidelines](#) for details.

Note: All *Adviserlink Learning* courses can be 'challenged' (if you don't think you need to complete a particular course, you may be eligible to apply to complete the *Adviserlink Learning* challenge assessment).

***Approved Diplomas:**

- Financial Planners • [Massey University: Graduate Diploma in Business Studies Endorsed in Personal Financial Planning](#)
- [University of Waikato: Postgraduate Diploma in Personal Financial Planning](#)
- Insurance Advisers:• [Massey University: Graduate Diploma in Business Studies \(Personal Risk Management\)](#)

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