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## Accredited personal financial specialist candidates : handbook

American Institute of Certified Public Accountants

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*Accredited*  

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*Personal Financial*  

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*Specialist Candidates*

**HANDBOOK**

**AICPA**

**American Institute of Certified Public Accountants**

*Accredited*

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*Personal Financial*

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*Specialist Candidates*

# H A N D B O O K

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American Institute of Certified Public Accountants

## NOTICE TO READERS

*This booklet was prepared by the Personal Financial Planning Division. The APFS Subcommittee of the Specialization Accreditation Board is responsible for the monitoring of the preparation of the APFS examination. The AICPA Examinations Division is responsible for supervising the grading.*

*This booklet contains answers to illustrative examples of multiple-choice and case-study questions. These answers were reviewed by James A. Shambo, Chairman of the APFS Subcommittee and Charles A. Rhuda, senior technical manager in the AICPA Examinations Division. The answers are not purported to be the official positions of the American Institute of Certified Public Accountants.*

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# Preface

This booklet was prepared by the PFP Division to provide information about the accredited personal financial specialist (APFS) designation program and the examination for APFS candidates. The booklet gives suggestions for preparing to take the examination. It also includes illustrative examples of multiple-choice and case-study questions. After reading this booklet, APFS candidates should have a better understanding of the APFS requirements and what to expect on the examination.

We encourage all CPA financial planners to consider becoming an Accredited Personal Financial Specialist. APFS is a new designation that is gaining recognition as standing for competence and integrity in the financial planning field.

We would like to acknowledge the cooperation and assistance of James A. Shambo and Charles A. Rhuda in their providing and reviewing the information presented in this booklet. We would also like to give special thanks to Gene Smith for his editorial contributions to this project.

John Graves  
*Director—Technical Services*



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# **Accredited Personal Financial Specialist Candidates Handbook**

## **Purpose**

This booklet provides information on the APFS designation program and its application process and examination.

## **The Need for Specialization**

A number of factors have generated a need for specialization in the accounting profession, including a rapidly changing business environment, advancements in computer technology, increasingly complex accounting and auditing standards, new tax laws and government regulations, and increased public expectations. Although CPAs already specialize in various areas of accounting, auditing, taxation, and management advisory services, the profession questioned whether it is necessary to evaluate and accredit members who practice as specialists in the functional fields of public accounting. For two decades, the AICPA and state societies have researched and debated this matter.

## **Creation of the Specialization Accreditation Board**

In 1986, the AICPA Task Force on Specialization issued a report to the AICPA Board of Directors recommending action by Council to recognize and accredit specialties. This recommendation received a favorable vote by Council. As a result, the voluntary

AICPA program for accreditation of CPAs as specialists was created and the Specialization Accreditation Board (SAB) was established. The SAB, a senior committee of the AICPA, is responsible for establishing standards for the accreditation of specialties. The SAB also is responsible for implementing and monitoring the specialty programs to assure consistent application of and adherence to the standards for accreditation. To date, the SAB has established one specialty program and is in the process of establishing several others.

The accredited specialist designation program is voluntary. A CPA can practice in any specialty area whether or not he or she elects to participate in the program.

## **The Accredited Personal Financial Specialist Designation Program**

Personal financial planning is the first practice area recognized as a specialty. This specialty program is called the Accredited Personal Financial Specialist (APFS) Designation Program and is monitored by the APFS Subcommittee—a subcommittee of the SAB—whose members all hold the APFS designation. With the input provided by the Personal Financial Planning (PFP) Executive Committee, the APFS Subcommittee is responsible for developing an APFS examination, as well as for monitoring the APFS program to assure the consistent application of and adherence to the standards established by the SAB.

## **Benefits of Having the APFS Designation**

Several reasons why a CPA providing personal financial planning services should consider obtaining the APFS designation include—

- Protecting the public by assuring that the providers of personal financial planning are competent.
- Improving skills and expertise in personal financial planning, which would result in increased professional competency.
- Providing the opportunity for specialists to keep up-to-date in a profession currently experiencing information overload.
- Facilitating client referrals among practitioners.
- Creating the opportunity for smaller firms to become more competitive in specialty areas of practice.
- Encouraging closer ties within the profession as members with similar interests are brought together.

- Improving communication between the accounting profession and the public.
- Developing uniform standards to be used in evaluating claimed expertise.

## **Initial Requirements for the APFS Designation**

To qualify for the APFS designation, the applicant must—

- Be a member in good standing of the AICPA.
- Hold a valid and unrevoked CPA certificate issued by a legally constituted state authority.
- Have at least 250 hours of experience per year in personal financial planning activities for the three years immediately preceding the application. This experience must include—
  - Personal financial planning process.
  - Personal income tax planning.
  - Risk management planning.
  - Investment planning.
  - Retirement planning.
  - Estate planning.
- Submit a written statement of intent to comply with all the requirements for reaccreditation.
- Submit after successful completion of the examination six references to substantiate working experience in personal financial planning.

All of the above requirements, except for the references, must be met at the time of the application to sit for the examination. References are required only after the candidate has been notified of successful completion of the examination.

Applications are due fifteen days from the examination date. The application fee is \$300. Candidates will be notified about the status of their application. If an application is denied or withdrawn, the candidate will receive a refund of \$275 (an application processing fee of \$25 is nonrefundable).

## **Future Dates and Testing Sites**

The examination is given annually. In general, the test date is the last Friday in September, unless that day falls on a national or religious holiday. The number and location of the testing sites will depend on the number of candidates taking the examination.

Every June the AICPA Examinations Division issues a revised list of the examination dates and testing sites. Appendix D contains a list of the 1989 testing sites, which will also be published in the PFP Division's newsletter *The Planner*.

## Format of the Examination

The examination tests for professional competency in personal financial planning. It is a six-hour examination that comprises fifty percent multiple-choice questions and fifty percent case-study questions. The multiple-choice examination, given in the morning session, contains approximately 100 questions. The case-study examination, held in the afternoon, has two or three case studies, which test the candidate's ability to apply specific technical skills and professional judgment to a planning problem.

### Multiple-Choice Questions

A multiple-choice question consists of a stem that includes factual data or describes a situation and four options—the best answer and three incorrect choices. The following illustrates a multiple-choice question:

1. Which of the following areas included in the Accredited Personal Financial Specialist Examination is weighted at 20%?
  - a. Personal financial planning process
  - b. Personal income tax planning
  - c. Risk management planning
  - d. Investment planning

Answer Sheet

1.  a  b  c  d

Candidates are not penalized for incorrect responses on multiple-choice questions. Therefore, candidates are likely to get a higher score if they answer all questions, even if they are uncertain of the answer.

### Case-Study Questions

A case-study question presents a factual setting to which the candidate is asked to apply his or her knowledge of planning techniques. A case-study question is designed so that the candidate exercises professional judgment while exploring alternatives, which includes identifying the significant planning issues, assisting in setting goals, discussing alternative courses of action, and developing a plan of action.

Illustrative examples of multiple-choice and case-study questions are presented in appendix B. These examples should familiarize candidates with the types of questions that they will find on the examination.

## **Content of the Examination**

A content specification outline of the examination is presented in appendix A. The PFP Division's Specialization Task Force developed this outline based on the content specification outline that the National Accreditation Board for CPA Specialists, Inc. (formerly, part of the Colorado State Society of CPAs), whose program was integrated with the AICPA in 1987, used for its accreditation of a financial planning specialty. It served as a useful guide in developing the APFS content specification outline adopted by the SAB. This outline helps APFS candidates prepare for the examination by specifying the scope of the examination and the weight that each area will be given.

## **Preparation of the Examination**

The examination is prepared under tight security by the APFS Subcommittee. The subcommittee determines that the questions are technically appropriate and that the examination tests from the content specification outline in accordance with the weights assigned to each area.

Unlike the CPA examination, the APFS examination is secure. This means that answers to the examination are not published, and candidates are not permitted to remove the examination booklets from the testing site.

## **Grading the Examination**

The AICPA establishes grading procedures to assure that all examination papers are fairly and uniformly graded. This is achieved by using grading keys for the case-study questions and statistical controls for all questions. A grading key lists the concepts tested by the case-study questions and specifies under what conditions credit will be awarded. The grading key is simultaneously developed with the case-study questions. The grading keys provide uniform standards to which the graders must adhere throughout the grading process. Furthermore, the candidates' anonymity is preserved throughout the grading process. The

only information about candidates available to the graders is their candidate numbers.

The multiple-choice questions are graded by an optical scanning machine, and candidates' comments pertaining to their answers are not considered. Therefore, candidates should answer multiple-choice questions only by filling in the circle.

The case-study questions are graded using a grading key. Candidates are not expected to compose perfect solutions under examination conditions and can receive full credit for a less-than-perfect solution.

A score of seventy-five has been set as the passing score for the examination. All examination papers that are close to the passing score after the first grading are regraded a second time. The results of the examination are mailed in January.

## **Preparing for the Examination**

The key to successfully passing the examination is based on the candidate's broad working experience in financial planning. For that reason, the 750-hour-experience requirement is a prerequisite to sitting for the examination. It is through experience that candidates apply their knowledge, as well as gain new knowledge about personal financial planning. Candidates may need to study those planning areas in which they have less experience. Past APFS candidates, who passed the examination, used the content specification outline to become familiar with the topics that the examination covered and identified the areas of weakness they needed to study.

Past successful candidates have found that reference sources used in practice are good resource materials for reviewing for the examination. Following are examples of reference materials used:

- The AICPA PFP Division's *Manual*
- Practitioners Publishing Company's *Guide to Personal Financial Planning*
- Bureau of National Affairs' *Tax Management Financial Planning*
- Commerce Clearing House's *Financial and Estate Planning*
- Materials used in the AICPA Certificate of Education Achievement (CEA) PFP Program

In addition to PFP services, professional journals are a good source for current subject matters that financial planners are using to service their clients. Additionally, new publications are produced frequently and should be considered as they are published.

## Taking the Examination

Knowledge of the subject matter is essential for success on the examination. However, there are some examination-taking techniques that could improve performance. Candidates should remember and use these techniques to prepare for the examination. Following are some suggested techniques:

*Be punctual.* Plan to arrive at the examination room well in advance of the starting time. Allow time for any unforeseen delays. Be seated and accustomed to the surroundings at the time the examination begins.

*Bring an adequate supply of pencils and erasers.* A pencil with No. 2 lead should be used to mark the answer sheets for the multiple-choice questions. To maintain uniform examination conditions, rulers, slide rules, and calculators are prohibited.

Do *not* bring any paper or printed material to the examination table.

*Budget time.* A schedule of the points for each question is printed on the cover of the examination booklet. These points should be used as a guide in budgeting the time to spend on each question.

*Multiple-choice answers.* All multiple-choice questions should be answered because there is no penalty for incorrect responses, and grades are based solely on the total number of correct answers. Because multiple-choice questions are computer-graded, no consideration is given to comments and calculations pertaining to these items. Therefore, such comments and calculations should not be submitted.

*Read the case-study questions.* Read carefully the entire case-study question to get a general idea of the subject matter being tested, and then reread the question and underscore the pertinent facts and data. Some candidates approach a case-study question by reading the requirements first and then by reading the situation for information it contains. This procedure may enable candidates to identify the data more rapidly and to classify the information for pertinence.

*Respond to the requirements.* The APFS examination questions are intended to be straightforward. Special assumptions rarely are necessary. Sometimes a candidate still feels that an assumption must be made. If so, the assumption for a case-study question should be stated, together with the reasons for it. An example

of when an assumption must be made is when the answer to the estate planning portion of a case-study question may be different in a common-law state than in a community-property state.

Answers should respond directly to the requirements and not be broad expositions on the subject of the case-study question. Do not identify the general subject matter and then state everything known about the subject without regard to specific requirements.

Answers should not contain contradictions within themselves. In some cases, when a discussion of both sides of a question is required, make it clear that differing views or opposing arguments are presented.

Use examples freely to illustrate the statements made, but be certain that the examples provide logical support or present reasonable applications. Well-chosen examples often are a short and easy way of expressing an idea or supporting a conclusion. On the other hand, inapplicable examples can cast doubt on the candidate's comprehension of the subject matter.

*Select the efficient approach.* Selecting an inefficient—though not necessarily incorrect—approach to a question can waste precious time. Before writing the answer, devote some time to determine what approach will be used, and then think through the answer to its conclusion. This is logical time-utilization that will ensure maximum credit both for knowledge of the subject matter and professional skill in recognizing and completing the significant part of the answer first.

If it appears that there is not enough time to complete the requirements, work until the last few minutes of the time budgeted for the question, and then state briefly how the answer should be completed. Remember, however, that resorting to explanations rather than completing the requirements for a number of questions would probably lead to the conclusion that the candidate was not fully prepared.

*Organize answers.* After understanding clearly the requirements of the questions and analyzing the data, organize answers to respond directly to the requirements. These requirements are phrased carefully to elicit specific knowledge. Organizing answers carefully before beginning to write them in final form will save time, avoid false starts, and aid in writing coherently. Rough outlines may assist in organizing answers.

Each principal idea should be the subject of a separate paragraph. Follow the rules of good grammatical construction, and



place the principal idea of the paragraph in the first sentence. Subsequent sentences should present subordinate or supporting concepts, or illustrative examples. Generally, knowledge is best expressed by employing short paragraphs composed of short sentences. Moreover, short paragraphs, each limited to one principal idea, can better emphasize the main points in the answer.

*Prepare adequate answers.* Answer each question completely. Concise and comprehensive answers need not be lengthy. However, guard against the extremely brief answer that is likely to omit important points.

*Answer questions in proper, concise language.* This practice will improve answers. Quality and quantity of ideas are desired, not quantity of words. Do not repeat the question; this wastes valuable time.

*Be specific.* Be so specific that there can be no doubt of the meaning or reasoning set forth in the answer. The grader cannot make any assumptions about the candidate's knowledge.

*Give reasons.* The reasons offered for conclusions may be as important as the conclusions themselves. Citing authorities, rather than giving the underlying reasons or supporting logic, is a common error.

*Write legibly.* Answers to the case-study questions should be legible and neat in appearance. Answers need not be either printed or artistically attractive. Extensive underscoring for emphasis of major points is unnecessary.

*Turn in the examination booklet.* This is a secure examination. All examination booklets must be turned in at the completion of the test.

*Study the instructions for the APFS examination.* These instructions are presented in appendix C.

## **After Passing the Examination**

The results of the examination will be mailed in January. After passing the examination, a candidate will be asked to submit six references to substantiate his or her experience in personal financial planning activities. Three references must be from clients and

three from other professionals with whom the applicant has previously worked. One of the latter references may come from a CPA within the applicant's own firm.

After the references are reviewed, the candidate will receive an APFS certificate, as well as be eligible to use the APFS designation. The candidate's state society also will be notified that the candidate has been designated as an Accredited Personal Financial Specialist.

## Reaccreditation Requirements

The Accredited Personal Financial Specialist annually must recertify his or her accreditation. To do so, he or she must—

- Be a member in good standing of the AICPA.
- Have a valid and unrevoked CPA certificate issued by a legally constituted state authority.
- Have at least 500 hours of experience in personal financial planning over the two preceding years. Experience must be in each of the following areas:
  - Personal financial planning process
  - Personal income tax planning
  - Risk management planning
  - Investment planning
  - Retirement planning
  - Estate planning
- Have taken at least forty-eight hours of financial planning courses in prescribed disciplines every two years. Self-study courses are limited to 33 $\frac{1}{3}$  percent of the total hours.
- Submit a written statement of intent to continue to comply with all the requirements for reaccreditation.
- Submit a completed internal practice review questionnaire (IPRQ), as amended from time to time. The questionnaire asks the specialist to provide information about how he or she practices as an APFS. The purpose of the questionnaire is to determine whether the designated APFS is adhering to professional standards, recommendations contained in practice guides, and the reaccreditation requirements. The accredited specialist will agree to submit data for external review of personal financial planning activities upon request.

If reaccreditation requirements are not met, accreditation ceases and all initial requirements, including examination, must

be met to regain accreditation. A waiver may be requested and will be granted if, in the sole judgment of the AICPA Specialization Accreditation Board, there is justification because of extreme hardship or extraordinary circumstances.

## **Further Information**

Information packages about the APFS program and applications for the examination are available from the AICPA Examinations Division by calling (212) 575-3860 or writing AICPA, Accredited Specialist Designation Program, P.O. Box 1017, New York, New York 10108-1017.



## ***Appendix A***

# **Accredited Personal Financial Specialist Examination Content Specification Outline\***

- I. Professional responsibilities (5%)
  - A. Regulatory
    - 1. Securities Act of 1933 and the Securities Exchange Act of 1934
    - 2. Investment Advisers Act of 1940
    - 3. General concepts of state regulation
  - B. Professional standards
    - 1. AICPA—Ethics requirements and technical standards, including reporting standards
- II. Personal financial planning process (20%)
  - A. The financial planner as a generalist
  - B. Levels of PFP service: consultations, segmented planning, and comprehensive planning
  - C. Six step process
    - 1. Collect and evaluate all relevant financial data
    - 2. Identify financial and personal objectives, constraints, and planning assumptions

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\*The APFS Content Specification Outline is revised on occasion. It was last revised in September 1988. Please contact the Examinations Division at (212) 575-3860 to obtain a copy of the latest outline.

3. Identify financial planning opportunities
  4. Provide recommendations and alternative solutions
  5. Implement or coordinate the implementation
  6. Provide periodic review and revision
- D. Time value of money calculations
  - E. Practice management, including engagement letters
  - F. Establishing financial objectives and measuring constraints
    1. Nonquantitative issues
      - a. Client goals
      - b. Life cycle considerations
      - c. Other
    2. Quantitative issues
      - a. Financial statement analysis
      - b. Cash flow planning and budgeting
      - c. Family education funding
      - d. Business considerations
      - e. Financial independence, including retirement
- III. Personal income tax planning (15%)
- A. Fundamental rules
    1. Filing status
    2. Dependency exemptions
    3. Nontaxable and partially taxable income
    4. Tax credits
    5. Alternative minimum tax
    6. Other, such as taxation of social security and children under 14
  - B. Income splitting
    1. Gifts
      - a. Annual exclusion and unified credit
      - b. Present versus future interests
      - c. Generation skipping tax
      - d. To dependents
      - e. Trusts
    2. Assignment of income rules
    3. Incorporating
      - a. Sub C corporations
      - b. Sub S corporations
    4. Interest free loans
    5. Private annuities
    6. Employing spouse or children and FICA taxes

7. Family partnerships
8. Installment sales to heirs
- C. Employee planning
  1. Spreading and leveling compensation
  2. Fringe benefits
- D. Retirement tax planning
  1. Deferred compensation
  2. Stock options
  3. Qualified plans, including Keoghs and SEPs
  4. IRAs
- E. Charitable contributions
  1. Limitations
  2. Property donations
  3. Charitable trusts
  4. Bargain sales to charities
- F. Income and deduction timing
  1. Capital gains and losses
  2. Original issue discount
  3. Net operating losses
  4. Passive income and losses
- G. Divorce considerations
  1. Property settlement rules
  2. Alimony, child support, and property payments
  3. Dependency exemption
- IV. Risk management planning (15%)
  - A. Methods of handling risk
  - B. Needs analysis
  - C. Life insurance
    1. Types
    2. Uses
      - a. Irrevocable life insurance trust
      - b. Buy-sell agreement funding
      - c. Split dollar arrangements
      - d. Minimum deposit issues
      - e. Other, such as cash fund, education fund, and estate clearance fund
    3. Beneficiary designations
  - D. Disability income insurance
    1. Types

2. Uses
  3. Exclusions
- E. Property and casualty insurance
1. Homeowners
  2. Automobile
  3. Other property
- F. Health insurance
1. Medicare
  2. Health maintenance organizations
  3. Other types
- G. Personal liability insurance, including umbrella insurance
- H. Interrelationship of business and personal risks
- V. Investment planning (15%)
- A. General considerations
1. Types of yields and their calculations
    - a. Rates of returns
    - b. Transaction fees
  2. Types of risk and quantifying risk and return
    - a. Asset allocation and diversification
    - b. Clarify investment objectives
  3. Record keeping requirements
  4. Investment characteristics
    - a. Safety and risk
    - b. Liquidity
    - c. Cash flows to and from investment
    - d. Total yield potential
    - e. Tax implications
    - f. Maturity
    - g. Constraints
    - h. Performance
    - i. Call protection
    - j. Collateralization
    - k. Management requirements
    - l. Growth
    - m. Income
- B. Efficiency of the capital markets
1. Theory
  2. Evidence
- C. Fixed-income investments
1. Thrift instruments



- a. Money market instruments
  - b. Passbook savings accounts
  - c. Certificates of deposit
  - d. Other
- 2. U.S. Government securities
  - a. Treasury bills, notes, and bonds
  - b. Zero-coupon bonds
  - c. Other
- 3. Bonds
  - a. Municipal bonds
  - b. Corporate bonds
  - c. Bond funds
  - d. Other, such as savings bonds and commercial paper
- D. Equity investments
  - 1. Common stock
  - 2. Preferred stock
  - 3. Stock options
  - 4. Commodity futures
  - 5. Stock index futures
  - 6. Foreign equities
  - 7. Warrants
  - 8. Mutual funds
- E. Other types of investments
  - 1. Real estate, including mortgage backed securities
  - 2. Equipment leasing
  - 3. Research and development
  - 4. Energy
  - 5. Limited partnerships and investment trusts
  - 6. Others
    - a. Precious metals
    - b. Options
    - c. Futures
    - d. Collectibles and physical assets
    - e. Insurance products

## VI. Retirement planning (15%)

- A. Determining cash needed
- B. Retirement plans
  - 1. Types
    - a. IRAs
    - b. Qualified plans

- c. Nonqualified plans
      - d. Pension versus profit sharing
      - e. Deferred compensation
      - f. Social security
    - 2. Limits on contributions and benefits
    - 3. Methods of distribution and their taxation
    - 4. Qualified plan investments
    - 5. Beneficiary designations
  - C. Tax and economic considerations
    - 1. Tax advantaged funding
    - 2. Creating and preserving savings
    - 3. Identifying present asset base
    - 4. Insurance, including supplemental medical coverage
    - 5. State income and death taxes
  - D. Noneconomic considerations
    - 1. Whether to relocate
    - 2. Second career, training
    - 3. Activities
    - 4. Life expectancy
    - 5. Other
- VII. Estate planning (15%)
- A. Determining cash needed
    - 1. Federal estate tax calculations
    - 2. State death taxes
    - 3. Other liquidity needs
  - B. Advantages and disadvantages of minimizing the probate estate
  - C. Tools and techniques of estate planning
    - 1. Wills
    - 2. Instruction letters
    - 3. Trusts
    - 4. Gifts
    - 5. Life insurance
    - 6. Other, such as beneficiaries and alternatives
  - D. Property ownership and the titling of assets
  - E. Disclaimers and a CPA's responsibility to inform on a timely basis

## **Appendix B**

# **Illustrative Examples of Multiple-Choice and Case-Study Questions**

### **Illustrative Examples of Multiple-Choice Questions**

*Note: Part I of the APFS Examination will consist of approximately 100 multiple-choice questions and will be worth 100 points. Since Part I is 50 percent of the total grade for the APFS Examination, each of the following examples of a multiple-choice question would be ½ of 1 percent of the total grade for the APFS Examination.*

1. Which of the following statements regarding the performance of personal financial planning services by a CPA is correct?
  - I. Exercise due professional care in the performance of professional services.
  - II. Adequately plan and supervise the performance of professional services.
  - a. I only.
  - b. II only.
  - c. Both I and II.
  - d. Neither I nor II.
  
2. Barriers that make it difficult for a client to formulate personal financial plans include which of the following?
  - I. Psychological makeup of client.
  - II. Variety and complexity of client needs.
  - a. I only.
  - b. II only.

- c. Both I and II.
  - d. Neither I nor II.
3. Which of the following statements concerning personal financial planning is correct?
- a. It is a process that is limited to focusing on clients' quantitative circumstances.
  - b. It is a nonthreatening, nonstressful experience for clients to identify and prioritize their objectives.
  - c. It avoids involving clients in the decision-making process that affects their financial well-being.
  - d. It requires time spent in educating and counseling clients as to available courses of action.
4. Winston owns a home with a fair market value of \$250,000. Winston's acquisition indebtedness is \$190,000. What amount of new home equity indebtedness can Winston incur and have all of the home equity interest be deductible?
- a. \$60,000
  - b. \$100,000
  - c. \$187,000
  - d. \$190,000
5. Which of the following types of property used in a like-kind exchange will result in the deferral of long-term gains?
- I. Business inventory.
  - II. Professional sports franchise.
- a. I only.
  - b. II only.
  - c. Both I and II.
  - d. Neither I nor II.
6. A client has an unendorsed homeowners HO-3 policy and a personal auto insurance policy. Which of the following circumstances would cause you to recommend that the client consider modifying the insurance coverage?
- a. The client's 6-year-old child throws a stone through a neighbor's window.
  - b. The client purchases a 30-foot sailboat.
  - c. The client's detached garage is damaged when a tree limb falls on the roof.
  - d. The client borrows your automobile to drive to the bank to cash a check.
7. A client is considering the purchase of a listed stock. The stock sells for \$28 per share on an organized exchange but the client wants to place a buy order at \$25. The client is placing a
- a. Limit order.
  - b. Stop-loss order.

- c. Market order.
  - d. Call order.
8. Which of the following actions will minimize the possibility that the IRS will consider a controlling shareholder to be in constructive receipt of compensation under a deferred-compensation arrangement?
- a. Avoid any provision that requires forfeiture of benefits for termination prior to retirement.
  - b. Use an independent plan trustee.
  - c. Name the shareholder as annuitant if an annuity is used to fund the plan.
  - d. Name the shareholder as beneficiary if life insurance is used to fund the plan.
9. Which of the following statements concerning the tax on excess distributions from a pension plan is (are) correct?
- I. Early withdrawals from IRAs may have the effect of minimizing the excess-distributions tax since the period over which the distributions will be received is lengthened.
  - II. When applied to a lump-sum distribution from a pension plan, the excess-distributions tax is assessed against the total amount of the distribution.
- a. I only.
  - b. II only.
  - c. Both I and II.
  - d. Neither I nor II.
10. A client desires to write a codicil that would establish a pourover trust provision to the client's will. For this to be an effective planning procedure, the client must also
- a. Revoke all prior wills and have a new will prepared.
  - b. Have an inter-vivos trust in place prior to executing the codicil.
  - c. Use the same witnesses to the codicil as were used for the original will.
  - d. Obtain the written consent of beneficiaries of the current will.

The answer to each of the multiple-choice questions above and the area of the Content Specification Outline that is being tested are as follows:

- 1. c (Area I—Professional Responsibilities)
- 2. c (Area II—Personal Financial Planning Process)
- 3. d (Area II—Personal Financial Planning Process)
- 4. a (Area III—Personal Income Tax Planning)
- 5. b (Area III—Personal Income Tax Planning)

6. b (Area IV—Risk Management Planning)
7. a (Area V—Investment Planning)
8. b (Area VI—Retirement Planning)
9. d (Area VI—Retirement Planning)
10. b (Area VII—Estate Planning)

## **Illustrative Example of a Case Study**

*Note: Part II of the APFS Examination will consist of two or three case studies and will be worth 100 points. Since Part II is 50 percent of the total grade for the APFS Examination, the following example of a case study, which is worth 33 points, would be 16½ percent of the total grade for the APFS Examination. Using the 33 points as a guide in budgeting the time for the example of a case study, a candidate should spend approximately one hour to answer this case study.*

*All case studies on the APFS Examination test more than one area of the Content Specification Outline. The following example of a case study tests from the following areas: Area II—Personal Financial Planning Process, Area III—Personal Income Tax Planning, Area IV—Risk Management Planning, Area V—Investment Planning, Area VI—Retirement Planning, and Area VII—Estate Planning.*

You have been performing the general and tax accounting for Patti and Eric Winner. They now need some personal and business related financial planning advice and have learned that you provide these services as part of your public accounting practice. Although the Winners seem unsure of exactly what personal financial planning encompasses, they have confidence in your professional abilities for the services you have provided in the past and are willing to share personal matters with you.

Eric, aged 60, has been employed by the same firm for the past 28 years. Patti, aged 36, owns and operates a franchise computer store which she acquired 4 years ago. They have two children, aged 8 and 10, whom they expect will attend college.

The computer store markets several brands of PCs, related equipment, and supplies. Patti purchased the franchise with money inherited from her parents. Including the franchise cost, inventory, display fixtures, and delivery vehicle, Patti's investment in the venture exceeds \$125,000. The franchise contract stipulates that upon death, disability, or her outright sale of the business, Patti must first offer the business to the franchisor. The terms of any such sale would be: her original purchase price for the franchise plus one and one-half times her average annual profit over the last two years of operation plus any inventory at time of sale at her cost less 10 percent. Annual payments would be made over a 15-year period and would include interest on the unpaid balance at a rate equal to the U.S. Treasury bill rate.

In addition to the investment in the computer store, the Winners have the following assets:

	<u>Market Value</u>	<u>Cost Basis</u>	<u>Encumbrance</u>
Personal Residence	\$175,000	\$100,000	\$75,000
Summer Home	90,000	85,000	60,000
Stock Portfolio	250,000	200,000	90,000
Bond Portfolio	70,000	65,000	25,000
30-Foot Sailboat	35,000	40,000	10,000
Personal Checking Account	5,000	5,000	none

### Questions on the Winner Case

The 33 points are allocated as follows:

	<u>Points</u>		<u>Points</u>
1. a.	3	4. a.	3
	b. 3		b. 4
2. a.	3	5. a.	3
	b. 2		b. 2
3. a.	3	6. a.	2
	b. 2		b. 3

- During a preliminary meeting with the Winners, you frequently referred to the need for clients to have a well-defined set of objectives.
  - Identify the financial objectives that clients typically have and explain how they usually are established.
  - To be operational, a client's set of objectives must possess certain characteristics. Describe these characteristics.
- Eric suffered a mild heart attack two years ago. He is eligible for early retirement and would like your advice on selecting between two options available to him if he did retire now. Under his employer's pension plan the normal retirement benefit is a joint and survivorship annuity. Eric was told that his monthly pension benefit would be much higher if he selected a single life annuity with a 10-year period certain. The pension plan does not allow lump-sum distributions if retirement is elected prior to age 65.
  - What factors should be considered when advising Eric about his pension options? Explain.
  - What specific action must be taken if Eric elects the single life annuity as the retirement option? Explain.
- Now that the computer business is showing excellent growth, Patti is giving consideration to establishing some form of retirement

plan for her own benefit. She would prefer to have a plan that would not include employees of the business.

- a. She is considering establishing an individual retirement account (IRA). For what reasons would you recommend that Patti establish an IRA?
  - b. Patti asks if it would be appropriate to set up a self-employment Keogh plan for her retirement program. What is your recommendation?
4. The Winners want to assure that finances will not be a factor that would prevent their children from attending college. At this time, they plan to set aside \$30,000 from the bond portfolio specifically for this purpose.
- a. They have heard that a single premium whole life (SPWL) insurance policy is an excellent investment vehicle because earnings on the \$30,000 premium would accumulate free of income taxation. Since Eric is uninsurable they have asked your advice on purchasing a SPWL policy on Patti's life to fund the children's college education.  
What is your recommendation concerning the use of a SPWL policy to achieve this objective? Support your position.
  - b. The Winners have also heard that buying a term life insurance policy on an annual premium basis and investing an amount comparable to the SPWL premium might be a more practical solution to their education funding needs. They also heard that the investment money should be gifted to the children under the provisions of the Uniform Gifts to Minors Act of their state of residence. Describe the potential problems of this approach.
5. Since starting to manage their portfolio several years ago, the Winners feel they have been successful by following a strategy for investing in common stocks that have relatively high betas. Their security trading provided some of the money used to purchase the bond portfolio and their summer home. They feel their recent security trading performance has become less than satisfactory now that Patti spends so much of her time with the computer store.
- a. All investment instruments (or portfolios) are subject to various investment risks. Describe three such risks.
  - b. Based on all information contained in this case, do you think a high beta portfolio is appropriate for the Winners? Support your position.
6. Because of Eric's age and his lack of experience in the retail computer business, the Winners believe the buy-back provisions with the franchisor are advantageous to them.
- a. Assume Patti were to die, that her estate qualified for a Section 6166 15-year payout, and that her executor elected this option.



What would be the tax consequences to her estate of this election? Explain.

- b. Assume Patti were to become disabled and sold the business to the franchisor under the terms described in this case. How would the proceeds of the sale be taxed to the Winners for federal income tax purposes? Explain.

**Note:** *The following information is provided to aid candidates in their preparation for the APFS Examination. Candidates should keep in mind that they are not expected to compose perfect solutions under examination conditions and can receive full credit for a less-than-perfect solution.*

*The Overall Objective for each question is provided to give candidates a general idea of the subject matter being tested.*

*The Example of the Answer to each question is provided to give candidates an idea of what an answer that would receive full credit would look like. Also included, in some instances, are discussions of additional answers, alternative answers, and other approaches to an answer that would receive credit.*

**Overall Objective for Question 1.** The focus of this question is to discuss what constitutes objectives that enable the planner to effectively work with the client for goal achievement and to develop benchmarks so that progress can be measured and corrective action, if needed, can be taken.

### **Example of the Answer to Question 1**

- a. The financial objectives typically sought by individuals are as follows:
- **Standard of living (current saving)** The current and future living standards are intertwined. Devoting exceptionally large portions of current income during the working years to this objective leaves little being set aside for future years when income from employment is reduced or nonexistent.
  - **Protection** Including the risks of illness and death as well as property loss and liability exposure. Clients require protection against these uncertainties.
  - **Retirement (financial independence)** Through either a business plan, an individual plan, or both, clients desire to be financially independent during their retirement years.
  - **Capital accumulation** For many varied purposes such as education funding for children, down payments on residences, vacation homes, sheer acquisition of assets to be wealthy, clients have this as an objective.

- **Estate distribution** Typically most clients who have amassed a sizeable estate desire to have it both distributed as they would prefer and with a minimum of shrinkage due to administrative expenses and taxes.

A somewhat different list of items would be acceptable provided it included several distinct categories of financial objectives.

- b. Objectives require some degree of specificity for the client and the planner to effectively establish programs of action for objective achievement. These characteristics are as follows:
  1. First and foremost the objective must be quantified, that is have some numerical target. Thus, "accumulate money for a college education for the children" is not sufficient, but "accumulate \$25,000 of education funds for each of the two children" provides the needed quantification.
  2. Next the objective must have a target date or time frame for completion. Obviously for education funding, that time is when each child will start college. However, must the entire amount be available at that time or can some of the expenses be paid from income during the college years? The target time must so specify the duration of the funding period.
  3. The last criterion is that the various objectives be prioritized as to which are the most important, the least deferrable and hence the ones that should have the greatest emphasis in short-term goal achievement.

*Overall Objective for Question 2.* The focus of this question is to discuss the factors that should be considered when advising a client about his/her retirement options. These factors include the client's objectives, health, age, and survivorship option percentage.

### **Example of the Answer to Question 2**

- a. There are several factors that should be considered when advising Eric on the selection of a retirement option. The first is a review of the Winners' objectives. These may suggest which retirement option is most appropriate. For example, if one objective is to maximize cash flow or current income, the single life annuity plan would be the preferred option.

A second factor to consider is Eric's health. Because of the recent heart attack there is an obvious need to be concerned about possible future medical costs, including potential institutionalized care if Patti is unable to care for Eric. Finally, Eric's health should place him on the short side of the life expectancy range for individuals his age.

The difference in age between Eric and Patti is another factor that could influence the decision between retirement options. The

reduction in the benefit amount for the survivorship option increases as the age difference between the annuitants increases. Because of the age difference in this case the benefit amount for the survivorship option could be considerably below the benefit level for the single life annuity. Eric should ask for the benefit amount under each option.

The age difference has a second effect on the option decision. Although there might be an objective to maximize income now, consideration should be given to future income needs. Under either option, Eric's retirement income might be satisfactory along with Patti's income from the store and their unearned income. However, when Patti retires, how much income will be needed? It is probably safe to say that Eric will not be alive when Patti reaches retirement age. Planning ahead, would the survivor annuity from Eric's plan be a welcome supplement to Patti's retirement plan (should she establish one), her social security, and other income?

Several other factors might be considered in the election process. For example, what is the survivorship option percentage—50, 75, or 100? Each affects the benefit level. It could also be suggested that the difference in benefit level between the options would be used to purchase life insurance that might provide a greater benefit than the survivorship annuity option (this option is not viable in this case because of Eric's uninsurability). It could also be stated that inflation expectations would influence a decision on which retirement option to select.

A full answer to this question should include a discussion of objectives, Eric's health, and differences in ages as factors in the decision process. Credit would be earned for other factors.

- b. Qualified pension plans include a requirement that retirement benefits be paid in the form of a joint and survivor annuity, unless waived by the participant with the consent of his or her spouse. Therefore, if Eric elects the single life annuity, Patti must consent (in writing) to this election.

*Overall Objective for Question 3.* The focus of this question is to discuss what the advantages of an IRA are for a self-employed client, how they outweigh the disadvantages, and how an IRA compares with a Keogh plan.

### **Example of the Answer to Question 3**

- a. The maximum contribution to an individual retirement account (IRA) is the lesser of \$2,000 or 100 percent of compensation. The level of income for the Winners is not stated in the case, but it can be assumed that Patti's income exceeds \$2,000. Therefore, her maximum contribution to the IRA will be limited to \$2,000 (\$2,250 on a spousal basis).

Since Eric is still an active participant in a qualified pension plan some or all of Patti's IRA contribution would be considered non-

deductible from income for tax purposes. However, when Eric does retire the entire \$2,000 will be deductible.

Several reasons can be advanced to recommend that Patti establish an IRA.

1. The contribution can be deductible from income for tax purposes (up to the limit allowed).
2. The internal build-up is tax-deferred. Even if the entire \$2,000 is not deductible for tax purposes, Patti might establish two IRAs (deductible contribution—nondeductible contribution) because of this advantage.
3. Patti can exercise some control over the investment vehicle for the IRA (mutual funds, CDs, trust account, insurance annuities, etc.).
4. At retirement, funds can be withdrawn as a lump sum or as installment payments.
5. Distributions are taxed as ordinary income (at presumably lower rates at retirement).
6. Contribution can vary from year to year (subject to maximum contribution).

In addition, the answer to this question could include features such as the unpaid amount of the IRA account going to a selected beneficiary at death of the annuitant or the possible rollover facility from one IRA to another or from other distributions of funds.

A comment could be made about the 10 percent penalty for early withdrawal before age 59½ (except for certain distributions). This is a limitation rather than a reason to support the purchase of an IRA. However, it could be argued that the early withdrawal penalty might be a positive influence on a participant to leave funds intact to accomplish the objective of retirement funding.

Finally, it might be argued that \$2,000 is a rather small token contribution to a pension plan. However, at Patti's current age a \$2,000 annual contribution over the next 29 years at an interest rate such as 8 percent will grow to \$207,932.

- b. Keogh plans are now basically subject to the same requirements as qualified corporate retirement plans. One of these requirements is the inclusion of employees in the plan. Since Patti has stated that she does not want to include employees in a retirement plan at this time, a Keogh plan should not be established. If she would change her mind on the inclusion of employees, Keogh plans (or other pension plans) could be recommended. One reason, for example, would be the ability to contribute more than \$2,000 on Patti's behalf.

*Overall Objective for Question 4.* The focus of this question is to discuss whether a single premium whole life insurance policy is an appropriate investment vehicle to fund the client's children's college education. Also, the candidate is asked to discuss the potential problems with the

investment strategy of buying a term life insurance policy on an annual premium basis and investing an amount comparable to the single premium whole life policy. The problems are in the areas of estate planning, personal income tax planning, risk management planning, and investment planning.

#### **Example of the Answer to Question 4**

- a. The recommendation is that the SPWL policy not be purchased on Patti's life.

A SPWL fails to meet the 7-pay test and therefore becomes a modified endowment contract (MEC). Policies that are classified as MECs do not enjoy certain tax-related advantages associated with cash value life insurance policies.

Although investment earnings in a MEC accumulate income tax free, withdrawals may be subject to taxation. This includes policy loans as well as policy surrenders. Since the Winners will need the education funds beginning in about eight years, they could consider a policy loan. The loan is taxable income to the extent the policy cash value exceeds the policy basis. As an alternative the Winners could surrender the policy and receive the total cash value accumulation (basis and accumulated interest). The amount above basis would be considered taxable income.

Although this taxation might be acceptable to the Winners, the law also extracts a 10 percent penalty for amounts (above basis) withdrawn prior to age 59½. Since Patti would be in the 44–50 age bracket when education funds are needed, the impact of the penalty should be considered.

Finally, SPWL policies tend to include a surrender charge if the policy is surrendered during the early years (10–15 years). The Winners could expect a surrender charge in their situation.

It could be argued that a SPWL policy is an acceptable vehicle for the Winners' education funding. This argument would include (1) that the principal (\$30,000 in this case) is guaranteed, (2) there is a guaranteed minimum interest rate, and there could be a competitive current interest rate (with deferred taxation), and (3) that the death benefit (not stated in the case) would provide more than adequate funds for college expenses if Patti were to die.

- b. Some of the problems that this strategy would raise are as follows:
1. Term insurance is temporary protection. However, if the Winners view the education funding objective as needing protection should Patti die during the next few years, then the use of term insurance for this purpose is not a problem.
  2. Who will be the custodian of the assets? Whenever a parent (Patti or Eric) is custodian and subsequently dies before the assets are distributed to the children, and despite the fact that completed and perhaps taxable gifts were made under the

UGMA provisions, the accumulated funds will be included in the parent's estate. Since the assets belong to the child (children), the assets do not qualify for the marital deduction and hence are part of the estate for estate tax purposes.

3. The income earned would be investment income and therefore subject to the "kiddie tax" provisions of the tax code as long as the children are less than 14 years old. This means that, after a modest exclusion, the income earned would be taxed at the Winners' marginal tax rate.
4. Removing \$30,000 of the bond portfolio could, if interest rates rise and the value of the bond portfolio declines, subject the Winners to a maintenance margin call since the bond portfolio is leveraged.
5. There is a potential problem of investment fund management. Will the Winners match the maturity dates with the need for the funds so that bonds need not be sold at a discount if interest rates are high when funds are needed for college education?
6. There is a potential gift tax problem if \$15,000 is given to each child in one year unless Eric and Patti make joint gifts to the children.
7. Some states restrict the type of assets that can be used to make qualified gifts to minors. The Winners must obtain legal advice on this matter.

This question requires some integration of issues from estate planning, taxation, insurance, and investment planning to develop the particular problems associated with this particular strategy.

*Overall Objective for Question 5.* The focus of this question is to discuss the different types of investment risks and how diversification can eliminate the effect of most investment risks except market risk, which is nondiversifiable. Furthermore, the candidate is asked to discuss the need to establish some objective criteria in order to determine if the investments are performing as expected and some guidelines for evaluating how realistic is the expected rate of return. Lastly, the candidate is asked to determine what the client's risk-taking propensity is and whether it is appropriate.

### **Example of the Answer to Question 5**

- a. The various risks associated with an investment instrument (or portfolio) can be described as follows:
  - **Business risk** This is the risk that the venture might fail for operating reasons such as poor management or products, actions of rivals, and changes in consumer preferences.
  - **Financial risk** This occurs if the firm uses too high a degree of financial leverage (borrowing) and, despite

its operating profitability, is unable to service its debt obligations.

- **Inflation risk** Sometimes known as purchasing power risk, this risk is concerned with the manner in which both the annual income and the value of the principal (capital invested) increases with increases in the rate of inflation.
- **Interest-rate risk** A two-part risk. First, how does the market price of the investment change with changes in the interest rate? For many investments, the relationship is negative; that is, the investment's market price and interest rates move in opposite directions. Second, fixed-duration investments mature, and the proceeds must be reinvested. If current rates are at or near all-time lows, the investor will not be able to obtain the same return as was realized on the surrendered investments.
- **Market risk** Whenever the market as a whole is depressed for a particular investment, such as stocks in mid-October 1987, then the value of the investment falls.
- **Liquidity risk** The inability to sell the investment quickly and at the current market price should an emergency need for funds arise. A more stringent description would also include "and not at a loss"; that is, the sale will not generate any appreciable capital loss.
- **Tax risk** Congress can alter the taxation of some element associated with the investment that will result in making the investment more (or less) attractive.
- **Event risk** A new concept that has emerged with the recent rash of leveraged buyouts. Owners of previously issued bonds of the acquisition target suffer a reduction in bond values as the market assesses these bonds to be junk bonds in the same category as those that will be issued to raise the funds to purchase the targeted firm.

The above risks are appropriate for both individual investments such as stocks, bonds, and real estate as well as for portfolios consisting of one form of investment instrument (i.e., stocks) or a mixture of several instruments (stocks, bonds, futures, real estate, etc.)

Modern portfolio theory is based on the covariance of the performance of several stocks contained in a portfolio. If the covariances are properly selected, a portfolio of about 20 properly diversified

stocks is needed to eliminate the effect of most of the investment risks except market risk, which is nondiversifiable. Thus an approach to this question might distinguish between diversifiable (sometimes called nonsystematic) risk and nondiversifiable (sometimes called systematic or market) risk. If the diversifiable risk were explained to include the potential for business, financial, or tax risks, as well as an explanation of the nondiversifiable risk, the candidate would have responded to the question.

- b. Although the Winners' risk-taking propensity is not explicitly stated in the facts, an impression, based on the nature of their assets and the financing thereof as well as the nature of the business, is that they have some tolerance for risk-taking activities. However, at this time, some advice concerning the risk structure of their total situation and some words of caution seem appropriate, at least until such time as they decide upon and arrange for some of their future financial concerns. Therefore, this discussion suggests that the portfolio could be considered as being inappropriate.

First they appear to use a high degree of leverage in the acquisition of their assets. Although they do possess equity in their assets, each asset does have some debt associated with it. When Eric retires, their income will most likely decline, and interest and debt reduction payments could become burdensome.

Patti's ownership of the computer store can be perceived by some as a high risk venture. The survival rate for small businesses is low—less than half remain in business more than a few years. In addition, rapid growth characterized the personal computer market during the recent past, and the retail market for these products has been relatively easy to enter. Thus competition for the consumer/business dollar has risen and could lead to severe price cutting if a "hard fall" rather than a "soft landing" recession occurs in the near future.

A third consideration is that although Eric seems to have recovered from his heart attack, a second one could occur. If the joint and survivor pension option were elected, there would be a significant reduction in income should a second heart attack be fatal. If the single life option were elected, all income from his pension would cease upon his death (except for the contractual payments certain).

Lastly, the Winners have not yet decided on a funding scheme for their children's education. Although they own \$320,000 of securities, many of the stocks are of a high risk nature. Many advisers suggest that the closer the need for the funds, the lower should be the assumed investment risk. With education expenses commencing within eight years, a depressed stock market such as that experienced in the mid-1970s to the early 1980s could seriously affect the value of these securities. Therefore, until college education funding is somewhat assured, a less risky portfolio should at least be considered.



This question requires the examination of the total situation and a conclusion based on the information provided. Obviously not all the needed data can be provided within a short fact pattern, but sufficient clues can be contained therein to recommend, with reasons, one course of action or another. The above answer suggests an element of caution as the appropriate action for the Winners.

An alternate answer, suggesting that they reduce some of the outstanding indebtedness, provide for the education funding for the two children, determine an appropriate pension distribution, ascertain if Eric is going to work in the store (or elsewhere), that the consequences of the portfolio risk are made clear to them and that the risk is in line with their risk tolerances, and hence the portfolio's risk level is satisfactory, would also be acceptable provided there was reasoning for the course of action.

*Overall Objective for Question 6.* The focus of this question is to discuss the estate tax consequences if Section 6166 is elected and the individual tax consequences if the franchise is sold back to the franchisor.

### **Example of the Answer to Question 6**

- a. The tax consequences to Patti's estate would be as follows:
  - The full value of the business would be included in her estate.
  - Taxes on the value of the business could be deferred.
  - For the first 5 years, interest only would be paid on the deferred portion of the taxes.
  - During the following 10 years the taxes due would be amortized and interest would be paid on the deferred, unpaid tax balance.
  
- b. The proceeds of the sale would be taxed to the Winners as follows:
  - The basis would be recovered tax free. A portion of each annual payment would be assigned to Patti's basis (adjusted cost).
  - The difference between the selling price and Patti's basis would be a capital gain. This gain would be spread out over the 15 years resulting in a portion of each annual installment being a long-term gain for tax purposes.
  - Interest would be earned on the unpaid balance. Thus a portion of each payment would be interest income.



## ***Appendix C***

# **Instructions for Candidates for the APFS Examination**

1. When you arrive at the examination site, you must—
  - Sign the roster sheet.
  - Show the letter we sent you with your Candidate No. on it to the proctor. Compare the Candidate No. with the one on the roster sheet. If there is a discrepancy, the proctor will change the roster sheet.
  - Provide the proctor with photo-ID such as your driver’s license, passport, etc.
  
2. Before you sit down at the examination table, you must place attache cases, bags, books, and writing paper that you have brought with you in the space in the examination room designated for storing these items.
  
3. The only aids you are allowed to take to the examination table are pens, pencils, and erasers. Rulers, slide rules, and calculators are prohibited.

Personal items, such as a purse, snacks, beverages, timer, etc. are allowed at the examination table; but must be placed on the table so that they are visible to the proctor(s).
  
4. The following materials will be distributed to you shortly before the examination begins:
  - Examination booklet.
  - Printed answer sheet (Part I only).
  - Answer book (Part II only).

5. Before the examination begins, you may do the following:
  - Put your *Candidate No.* on the cover page of the examination booklet, the printed answer sheet (Part I only), and the cover page of the answer book (Part II only).
  - Put your *Exam Site No.* on the printed answer sheet (Part I only).
  - Put the *Examination Booklet No.* in the space provided on the printed answer sheet (Part I only).
6. You are not permitted to open the examination booklet until the starting signal is given.
7. The September 22, 1989 APFS Examination consists of two separate booklets.
  - Part I is scheduled for 3 hours from 9:00 AM to 12 Noon. Part I consists of multiple-choice questions (50% of grade).
  - Part II is scheduled for 3 hours from 1:00 PM to 4:00 PM. Part II consists of a series of case-study questions (50% of grade).
8. You must observe the fixed time for each examination. Be ready when the starting signal is given and stop writing when told to do so.
9. Any reference during the examination to books or other materials or the exchange of information with other candidates shall be considered misconduct sufficient to bar you from further participation in the examination.
10. Do not write your name anywhere in the examination materials.
11. Answer **all** multiple-choice items on Part I of the examination on the printed answer sheet provided for that purpose. Use a No. 2 pencil only. It is to your advantage to attempt all questions even if you are uncertain of the answer. You are likely to get the highest score if you omit no answers. Since objective items are computer-graded, your comments associated with them are not considered. Be certain that you have entered your answers on the printed answer sheet before the examination time is up.
12. Answer the case-study questions in the answer book provided. Identify your answers by using the proper number. Write on one side of the paper. Additional answer books will be available if you need them.
13. You are not permitted to take the examination booklet, printed answer sheet, or answer book with you when you leave your table temporarily. You are responsible for protecting your examination

materials at all times and should turn them face down when temporarily leaving for any reason.

14. Penalties will be imposed on any candidate who is caught cheating. These penalties may include expulsion from the examination and ineligibility to apply to sit for future APFS examinations.
15. You must not leave the examination site before 11:30 AM for Part I of the examination and 3:30 PM for Part II of the examination.
16. You must turn in the examination booklet with your answers [printed answer sheet and answer book(s)]. You must not take the examination booklet with you.



***Appendix D***

**September 22, 1989  
APFS Examination Sites\***

Atlanta, Georgia  
Boston, Massachusetts  
Chicago, Illinois  
Dallas, Texas  
Denver, Colorado  
Dublin, Ohio  
Farmington Hills, Michigan  
Houston, Texas  
Los Angeles, California

Minneapolis, Minnesota  
Nashville, Tennessee  
New Orleans, Louisiana  
New York, New York  
Philadelphia, Pennsylvania  
Pittsburgh, Pennsylvania  
San Francisco, California  
St. Louis, Missouri  
Washington, D.C.

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\*The list of testing sites changes annually. Please call the AICPA Examinations Division at (212) 575-3860 for an update of testing sites.

**Comments and suggestions on the booklet may be addressed to the following:**

**Personal Financial Planning Division  
American Institute of Certified  
Public Accountants  
1211 Avenue of the Americas  
New York, NY 10036-8775  
(212) 575-3644**

**Any questions regarding the APFS Designation Program or Examination may be addressed to the following:**

**Examinations Division  
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