

PROFESSIONAL SEQUENCE IN

Personal Financial Planning

Professional
training to provide
financial advice
to individuals and
families



Professional Sequence in Personal Financial Planning

UC Berkeley Extension's Professional Sequence in Personal Financial Planning provides thorough training for professional practice and helps prepare you to sit for the CFP® Certification Examination.

Helping people plan for their financial future is both a rewarding and a growing field. Today's financial landscape is more difficult for people to understand than that of their grandparents. That's why so many are turning to financial planners to help them navigate once simple issues such as retirement, saving for a college education, or just establishing a secure financial base. The UC Berkeley Extension Professional Sequence in Personal Financial Planning provides financial planning education so you can help clients make the best possible decisions in an ever-changing financial market.

Program Benefits

In the Professional Sequence in Personal Financial Planning you gain the knowledge and skills to launch or move ahead in the financial planning field. You also complete preparation necessary to sit for the national examination to become a CERTIFIED FINANCIAL PLANNER™ professional.

Who Will Benefit

The program is intended for business professionals in the finance sector who seek specialized training in financial planning and for those who want to become independent advisers.

Prerequisites for the Professional Sequence

To register for the program, students should possess a minimum of a bachelor's degree and at least two years of professional experience in a financial services field. If you do not meet these prerequisites but feel you possess comparable skills, you may request advance approval before registering by contacting the program director.

Value of a UC Berkeley Extension Professional Sequence

As the continuing education arm of UC Berkeley, one of the finest public research institutions in the United States, UC Berkeley Extension has an unmatched reputation for excellence. A UC Berkeley Extension professional sequence certificate of completion is widely respected and attests to successful completion of a high-caliber, in-depth course of study.

Any student is free to take individual courses rather than the complete professional sequence.

Required Courses

Survey of Personal Financial Planning

X433 (2 semester units in Business Administration) 2 CE units for life agents—LX

This course addresses the fundamentals of preparing a comprehensive financial plan for an individual client. Participants are introduced to the technical skills required in such areas as income tax, investments, insurance, employment benefits, estate planning, and mathematical analysis, and learn about their interrelationship in providing comprehensive service. Other topics include career opportunities, the emerging regulatory environment, and the client/practitioner relationship.

Income Taxes and Personal Financial Planning

X433.1 (2 semester units in Business Administration) 2 CE units for life agents—LX

This course focuses on the more common income tax rules and regulations and on planning techniques applicable to individuals, partnerships, and corporations. Topics include income, deductions, rates, and credits; sales and exchanges; real estate; tax shelters; corporations and planning vis-à-vis the individual shareholders and employees; partnerships and Subchapter S corporations; and retirement plans.

Investments in Personal Financial Planning: General Principles and Methods

X433.3 (2 semester units in Business Administration)

Get an overview of investment theory as applied to individual portfolio management. Participants review the organization and structure of securities markets and common sources of information about them. A detailed analysis of stocks and bonds, focusing on pricing, quality, liquidity, and risk/reward, is presented. The instructor also discusses the importance of interest rates, inflation, the Federal Reserve, and economic policy.

Insurance in Personal Financial Planning

X433.8 (2 semester units in Business Administration) 2 CE units for life agents—LX

Survey risk management in the areas of life and health insurance, annuities, and property/casualty and liability coverage. Participants learn how to determine insurance needs, evaluate various insurance plans, and evaluate contract selection criteria from a cost-benefit standpoint. Emphasis is on the practical aspects of insurance planning and on the analysis of in-depth case studies.

Employment Benefits and Personal Financial Planning

X433.6 (2 semester units in Business Administration) 2 CE units for life agents—LX

Various plans are available for providing retirement and other investment-oriented employment benefits. This course examines the alternatives available to business clients. Topics include stock options, nonqualified deferred compensation plans and other capital accumulation devices, tax-favored corporate retirement plans, noncorporate retirement programs, and taxation of benefits.

Estate Planning

X433.2 (2 semester units in Business Administration) 2 CE units for life agents—LX

Get an in-depth study of the tax-related and personal decisions that constitute an effective estate plan. Participants prepare a plan for a hypothetical client. Lectures and discussions cover essential estate planning issues as well as specialized planning for the executive, the successful business entrepreneur, and the wealthy.

Personal Financial Planning Practicum

X433.7 (2 semester units in Business Administration)

Culminating course

Students actively participate in applying substantive knowledge gained in prior courses by undertaking the entire process of preparing and presenting a complete financial plan in an environment of nonliability.

Prerequisites: Successful completion of the other six required courses in the curriculum plus an elective.



Elective Courses

Choose one elective course to round out your skill set. The courses below are suggested electives. Other UC Berkeley Extension courses are available as electives with the approval of the program director.

Real Estate Investments for Financial Planners

X433.5 (2 semester units in Business Administration)

Get the tools to make informed decisions about real estate investments. Topics include investment analysis methodology and the impact of financing and leverage on financial returns.

Counseling Skills for Financial Services Professionals

X465 (2 semester units in Social Welfare)

This workshop provides training in engaging a client, active listening, behavior change, and developing goals and strategies based on the unique psychological issues of different life stages.

Understanding Wealth Management

X414.3 (2 semester units in Business Administration)

Students explore alternative approaches to asset management, understand benchmarks for evaluating both portfolio and adviser performance, and recognize the tax and estate planning issues that need to be addressed by an effective wealth management plan.

Financial Engineering and Wealth Management

X414.4 (2 semester units in Business Administration)

This course covers financial engineering and risk management techniques for management of equity, bond, financial derivatives, and asset allocation. Course topics include measurement of portfolio risk exposure and value at risk (VAR), modern portfolio theory, risk and diversification, and equity markets.

Philanthropy as a Wealth Management Tool

X414.5 (2 semester units in Business Administration)

This course presents a comprehensive review of charitable giving techniques. Specific areas covered include charitable remainder trusts, charitable lead trusts, pool income trusts, non-trust giving techniques, gift annuities, and a number of related topics. The course is intended for practitioners who advise individual donors and charitable clients.

Prerequisite: Students should have completed the introductory course, Understanding Wealth Management.



CFP Board Registered

The Professional Sequence in Personal Financial Planning is registered with the Certified Financial Planner Board of Standards, Inc. This registration allows those who have successfully completed the UC Berkeley Extension professional sequence and who wish to obtain the CFP® certification to take the national CFP® Certification Examination.

For information regarding CFP® certification, please contact the CFP Board, 1425 K Street, NW, Suite 500, Washington, DC 20005; phone (202) 379-2200; fax (202) 379-2299; www.cfp.net; mail@CFPBoard.org.

Program Structure and Requirements

The Professional Sequence in Personal Financial Planning curriculum consists of seven required courses and one elective course for a total of 16 semester units and 240 hours of instruction.

Required Courses

Survey of Personal Financial Planning X433

Income Taxes and Personal Financial Planning X433.1

Investments in Personal Financial Planning: General Principles and Methods X433.3

Insurance in Personal Financial Planning X433.8

Employment Benefits and Personal Financial Planning X433.6

Estate Planning X433.2

Personal Financial Planning Practicum X433.7

Elective Courses

Choose one of the following:

Real Estate Investments for Financial Planners X433.5

Counseling Skills for Financial Services Professionals X465

Understanding Wealth Management X414.3

Financial Engineering and Wealth Management X414.4

Philanthropy as a Wealth Management Tool X414.5

Any UC Berkeley Extension course approved by the program director

Advisory Board

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How to Begin

We recommend that you start the program with Survey of Personal Financial Planning.

How to Register

We recommend that you register after you complete your first course with a grade of B (3.0) or better. To register, please print out and complete the Program Registration Form, available at www.unex.berkeley.edu/cert/cert.pdf. Mail or fax it as it indicates, and include the nonrefundable registration fee. (You can also complete the form and submit payment online at <http://www.unex.berkeley.edu/profseq/pfp.html>.)

Requirements may be updated based on new developments in the field of study; we recommend completing the program in a timely fashion.

Completing the Program

You are expected to complete the course requirements for the sequence within five years of taking the first course. Notify us in writing when you have received the final grade report for your last course. After verifying successful completion of all coursework and requirements, Extension notifies the CFP Board of your eligibility to take the national exam.

Grading Policy

All courses must be taken for a letter grade. A grade point average of 3.0 is required, and each course must be completed with a grade of C or better with the exception of the Survey of Personal Financial Planning and Personal Financial Planning Practicum, which must be completed with grades of B or higher.

Information Sessions

Free information sessions are held at the beginning of each term. They provide an opportunity to ask questions of staff, meet instructors and students, and learn about the latest developments in the field. For dates and locations, see the UC Berkeley Extension catalog or visit www.unex.berkeley.edu.

For More Information

For additional information about the UC Berkeley Extension Professional Sequence in Personal Financial Planning, please call (510) 642-4231, e-mail business@unex.berkeley.edu, write to Personal Financial Planning, UC Berkeley Extension, Department of Business and Management, 1995 University Ave., Suite 110, Berkeley, CA 94704-7000, or visit www.unex.berkeley.edu/profseq/pfp.html.

Enroll in individual courses at www.unex.berkeley.edu/profseq/pfp.html.

For a free UC Berkeley Extension course catalog, call 1 888 UC SMART or visit www.unex.berkeley.edu.



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