



## RECOMMENDED STEPS TO FOLLOW FOR THE CLFP DESIGNATION

- I. You should start your studies 30 to 90 days prior to sitting for the exam, depending on your experience in the industry.
- II. Once you have made the decision to sit for the CLFP Exam, you should complete the CLFP Application and send it in with your application fee of \$695 (\$750 with purchase of the CLFP Handbook).
- III. Academy for Lease & Finance Professionals
  - A. The ALFP is a product offered by the CLFP Foundation and is a three-day event designed to fully prepare an individual to sit for the CLFP exam assuming that the candidate has read and studied *The Certified Lease & Finance Professionals' Handbook* prior to attending.

On the first two days, all of the required sections of the CLFP exam are covered in-depth. Study materials are also provided for the elective sections which students may use to self-study. On the third day, the exam is offered, but not mandatory. More information may be found by clicking [here](#).
- IV. Other Study tools:
  - A. [Exam Outline](#)
  - B. Body of Knowledge, an in-depth outline of the Equipment Leasing Industry. This is an excellent guide to follow through your entire study program. It can be downloaded [here](#).
  - C. The Foundation recommends *The Certified Lease & Finance Professionals' Handbook* to assist you with your studies. This book was completely rewritten in 2018 by Deb Reuben, CLFP with input from over forty subject matter experts. It very closely follows the Body of Knowledge and can be purchased from Amazon.com.
  - D. Make sure you are comfortable with solving for rate, yield, etc. using the concept of Time Valuing on one of the financial calculators, such as the HP 17bII+ or TValue.
- V. CLFP Mentor Program – After you have read and studied the Handbook, you will probably have some very specific questions. To answer those very specific questions, we will work to match you with a Mentor whose strengths complement your weaknesses. We ask only that you have made the commitment to take the CLFP exam by scheduling a specific date to sit for the exam. This gives your Mentor the assurance that the time he or she spends with you will be time well spent.

Please give Reid Raykovich, CLFP, Executive Director, a call with any questions: 206-535-6281 or email her at: [reid@CLFPFoundation.org](mailto:reid@CLFPFoundation.org)