Academy for Lease & Finance Professionals (ALFP)
Guide for Hosts

Academy for Lease & Finance Professionals Background

The Academy for Lease & Finance Professionals (ALFP) is a product offered by the Certified Lease & Finance Professional (CLFP) Foundation. It is a two- or three-* day event designed to prepare an individual to sit for the CLFP Exam assuming that attendees have read *The Certified Lease & Finance Professionals' Handbook* prior to attending.

In-person ALFPs must be 2-days; however, virtual ALFPs have the option to be 3-days.

Over the course of the ALFP, all required sections of the CLFP Exam and Body of Knowledge are covered in-depth. After the completion of the course, students may elect to participate in the CLFP Exam. The Exam is proctored virtually, online and may be taken up to one year from payment.

ALFP courses may be either virtual or in-person, depending on the preference of the Host. Academies may also be private (employees of the Host only) or public (open to any attendee wishing to participate).

ALFP attendees have historically had an overall higher pass rate than those who chose to self-study. Students attending an ALFP are provided with a course workbook, exclusive study materials and resources, and a rigorous sample exam to aid in preparation for the CLFP Exam.

Logistics for Hosting an ALFP

An Academy may be held virtually or in-person. Both classroom formats are extremely successful with strong proven track records for high pass rates for prepared attendees. Upon the decision to host, the Hosting company must communicate the following to the CLFP Foundation:

- The point of contact at the Hosting company along with contact information and mailing address(s) to ship class materials
- Virtual or in-person ALFP
- Private or public ALFP*
- Desired starting time for class**

There is a 10-person attendee minimum for a private, virtual, ALFP, and a 15-person requirement for in-person classes. If the ALFP is public, are no minimum requirements for host attendees, but participant minimums still apply.
 *** The earliest time we may begin is 9 am Eastern.*

Corporate Host Responsibilities

The corporate Host of the ALFP is responsible for the following:

- Paying for printing and shipping costs of ALFP Workbooks for all attendees
- Shipping ALFP Workbooks to attendees*

 The CLFP Foundation will ship all class materials as a single bulk order to the Host to disseminate amongst Host employees for private classes. If the ALFP is public, the CLFP Foundation will ship individually to public attendees for non-Host companies.

- Communicating the expectation of candidate preparation, participation, and cooperation before, during, and after the ALFP. This includes communication around reading required materials, recommending the practice of establishing an Exam date, and the importance of being present during the Academy,
- Ensuring available IT support (if applicable) to confirm the online proctoring software (Proctorio) works correctly on each attendee's computer

Additional Host Responsibilities (for In-Person ALFPs)

For in-person ALFPs, the corporate Host must provide:

- A training space inclusive of audio/visual equipment in the form of a projector for presentations, Microsoft Teams (or similar program), and WiFi capability for all attendees and Foundation staff
- Flipboard and/or whiteboard
- Refreshments in the following manner:
    - Morning: coffee, tea, water, and light snacks/breakfast
    - Lunch: provided at the estimated cost of $8-10 per person
    - Afternoon refreshment/snack

CLFP Foundation Responsibilities

The CLFP Foundation is responsible for the following:

- Providing printed class materials
- Emailing all candidates details for the class including class schedule, action items, resources, the Sample Exam, and other pertinent details. **This detail is sent 2 weeks prior to the Academy start date.**
- Coordinating instructors (any applicable travel needs are paid for by the Foundation)
- Facilitating class details with a designated contact at the Host company
- Posting a social media post marketing the class (if public) and promoting the Host and the ALFP after the the class has commenced

ALFP Pricing Information

Pricing for the Academy is outlined in the following manner:

- $750 for the ALFP (class only, no exam)
- $695 for the CLFP Exam
- $1400 when the ALFP and Exam are purchased together*

All corporate host employees receive a discount of 10% off the price of the class and/or Exam. (The bundled price for the ALFP and CLFP Exam is $1260 for Host employees)

- $395 for CLFPs in good standing and fully satisfies the recertification requirement

Host Best Practices

The CLFP Foundation will provide clear expectations, final resources, and details of the Academy to attendees two weeks before the course is set to begin. Upon registration, we also ask that the Host communicate the below best practices to participants:

Handbook:

Studying, course preparation, and Exam readiness look different for everyone; however, the structure of the ALFP is based on students reading the CLFP Handbook prior to attending. **Please encourage students to read the book in its entirety, and study it in-depth prior to the ALFP.**

ALFP Prep Work:

The CLFP Foundation will communicate details about the ALFP to students two weeks prior to the course - including sample problems, a sample exam, and course materials. **Please advise students to review the materials, attempt practice problems, and read the FAQ guide before class begins.**

Preparation & Beginning the CLFP Journey:

There are many resources available to prepare. We recommend reviewing the CLFP Study Guide, including a sample study schedule for optimal preparation for the ALFP & Exam. Both may be accessed here: **https://clfpfoundation.org/toolbox/**

Participation:

We kindly ask that students place their out of office replies on their emails and silence work and personal phones during the duration of ALFP.

Participation on Camera (Virtual ALFP only):

If an ALFP is virtual, it is strongly encouraged to have students turn their cameras on for optimal participation and the best experience in the course.

Additional Preparation Routes & Recommendations

Cohort Study:
Hosting companies may elect to create a cohort of students preparing to test and review the CLFP Handbook together as a group prior to the ALFP and Exam. The highest pass rate in any ALFP has yielded from the cohort study, as students are the most prepared for class. It is also a wonderful team-building experience.

Mentor Program:
Students planning to take the Exam may elect to participate in our (free) Mentor Program. Students will be assigned a mentor who will help encourage them in subject(s) they may need additional support in prior to the Exam.

Quizlet:
Quizlet is an online and free resource that is useful for studying vocabulary and key concepts. It has been created by students (not the Foundation) that have studied to take the CLFP Exam and is a positive tool to assist with memorization of terms outlined in the CLFP Handbook.

Exam Date:
A strong recommendation is to have the CLFP candidate(s) establish a test date and work up to that date through studying and the ALFP. Encourage those participating in the ALFP to plan their Exam date before registration for the course.

Application & Practice:
It is encouraged that all students review and practice sample problems in the Handbook prior to class.

ALFP Toolbox:
Two weeks prior to an ALFP, information regarding the course as well as final preparation materials are sent to students. The ALFP Toolbox contains all details about the Exam, FAQs, and practice problems to attempt prior to the ALFP and Exam. It should be used as a final step in the study process.

ALFP Sample Exam:
In conjunction with the ALFP Toolbox, students registered for an ALFP have access to a comprehensive Sample Exam to assist with preparedness and gaining comfort in the testing environment.