



# Company-Led CLFP Prep Course

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This guide is to assist those companies who plan to enroll multiple employees in an Academy for Lease & Finance Professionals and want to prepare them for success on the CLFP Exam.

# First Steps

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This assumes that the CLFP candidates have already been identified



Identify current employee(s) to act as the company **Organizer(s)**

Set expectations of when the exam will be taken

It is strongly recommended that the exam be taken at the conclusion of the ALFP, but no longer than 30 days later

Determine the course timeline which may range between 9 and 14 weeks

Three suggested timelines are provided

# The Company Organizer(s)

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The individual(s) is/are responsible for:

Creating a "cohort"

Coordinating with the Foundation for a bulk order of Handbooks

Recruiting internal instructors

Creating the schedule

Sending out formal calendar invites to instructors and cohort

Creating a repository where prep course materials and training recordings may be used for future use

Holding a kick-off meeting for the cohort to outline expectations and answer questions

Hosting an informational session to outline instructor training and expectations



# Instructors

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Instructors are responsible for creating their own materials for their training session(s)

When possible, training sessions should be recorded and the recording stored in the repository

All training materials should be saved in a central repository for easy access by the cohort

Prior to attending a session, members of the cohort are expected to have read the chapter that is being discussed







## 9-Week Prep Schedule

# 12-Week Prep Schedule





## 14-Week Prep Schedule



# Additional Tips for Success

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## Sample Exam

A comprehensive sample exam provided by the CLFP Foundation is available two weeks before and after the Academy



## ALFP Toolbox

The ALFP Toolbox provides all of the information necessary to prepare for the exam, including FAQs, in-depth Accounting, Pricing and Credit sample questions and more



## Use an Example

If possible, use a deal your company has booked that went through the lifecycle of the lease (from origination to default)  
Practical application will greatly assist the students

