



Everything You Need to Know about the CTP Exam

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Agenda

Today's webinar will:

- Provide an overview of the Certified Treasury Professional credential
- Answer common questions
- Answer questions submitted by attendees



About the CTP[®] Credential

- Sponsored by the Association for Financial Professionals (AFP)
 - First given in 1986 – today more than 32,000 financial professionals have earned the credential
 - 2,500~ individuals register annually
 - Eligibility requirements:
 - Minimum of 2 years full-time work experience in treasury/finance
- OR
- MBA or graduate degree in finance + 1 year full-time work experience



About the CTP[®] Credential

- **Renewal Requirements**
 - 36 Hours of continuing education every three years
- **The CTP is a credential, not a certificate program**
- **Measures competency level as assessed by a “psychometrically sound and legally defensible” proctored exam**
- **Developed by practitioners for practitioners**
 - relevant content, questions, competency level
 - AFP facilitates process and administers exam



About the CTP[®] Credential

The CTP exam is designed to test mastery of knowledge, skills, and abilities required by finance professionals to execute critical functions related to corporate liquidity, capital and risk management, such as:

- Maintain corporate liquidity required to meet current and future obligations in a timely and cost effective manner.
- Manage optimal cash positioning through forecasting and short-term investing and borrowing activities.
- Employ working capital strategies and tools to efficiently manage current assets and liabilities.
- Utilize various types of payment systems and Internet technologies to transfer monetary value and business documents between parties.



About the CTP[®] Credential

- Monitor and control corporate exposure to financial and operational risks.
- Optimize capital structure, manage costs of long-term capital and quantitatively evaluate capital resource investments.
- Manage cross-border funds movement and utilize international trade financing methods.
- Delineate appropriate ethical behaviors expected in business activities.
- Recognize corporate governance issues that arise from the separation of corporate ownership and control.
- Build cost effective relationships with financial services providers.

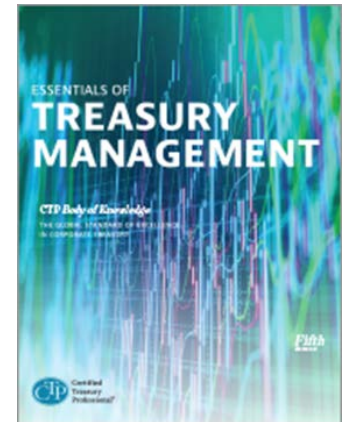


The CTP[®] Exam

- 170 multiple choice questions, differing degrees of difficulty with one correct answer out of four possible answers
- No penalty for incorrect answers
- Three and half hours test time = **1 minute, 14 seconds per question**
- It is a single exam, not in multiple parts
- Standardized test with multiple versions randomly administered
- Instantaneous pass/fail results (except during the first administration after a new body of knowledge)
- Delivered via a computer (5,000+ Pearson VUE Centers worldwide)

The CTP[®] Exam

- The CTP Body of Knowledge (BOK) of corporate treasury management – not banking
 - Based upon results of job task analysis for corporate treasury professionals
- The June/July 2017 through Dec 2019/Jan 2020 exams are based on the 5th edition.
- Test development committees comprised of diverse group of treasury experts
- The CTP Exam is not intended to be “tricky”
- *Sufficient studying is key*





The CTP[®] Exam

4 Different Multiple Choice Question (Item) Formats

1. Closed Stem Format

What is the usual color for stop signs?

- (A) Red
- (B) Yellow
- (C) Green
- (D) Purple

2. Open Stem Format

A period of time of 60 minutes is called a(n):

- (A) Hour
- (B) Week
- (C) Month
- (D) Year



The CTP[®] Exam

3. LEAST, Best, Most Formats

Which of the following activities requires the **LEAST** physical effort?

- (A) Reading
- (B) Skating
- (C) Skiing
- (D) Walking

4. EXCEPT, NOT Formats

All of the following statements about ice cream are true **EXCEPT**

- (A) It should be stored in the freezer.
- (B) It has very few calories.
- (C) It comes in many flavors.
- (D) It is a popular snack food



Ready, Set, Sit!

Recommended Steps to Sitting for the CTP Exam

- Request and read the Certification Candidate Handbook
- Download the CTP Exam Preparation Guide
- Order study materials
- Create study plan and schedule
- Submit exam registration
- Schedule test appointment with Pearson Vue



How to Register

Exam is offered during two-month testing windows twice annually

Window

Early Deadline

Final Deadline

Dec. 2018/Jan. 2019

Sept 21, 2018

October 31, 2018

June/July 2019

March 22, 2019

April 26, 2019



How to Register

- **Online or paper-based application (in back of CCH)**
- **Need complete information!**
 - Work experience
 - Email and phone
- **Confirmation will be sent by email**
- **Authorization- to –Test (ATT) will be sent by email**



How to Register

Once your ATT is issued, you must either

1. Schedule an appointment and take the exam

OR

2. Transfer to the next window*

OR

3. Defer to the next window

***Transfer will no longer be available after February 1st, 2019. Please visit, ctpcert.afponline.org/before-you-apply/ctp-policy-changes, for all policy changes.**



How to Register

Once you have scheduled an appointment, you must:

1. Show up and take the exam

OR

2. Cancel and/or reschedule appointment with Pearson VUE

- *No-Show penalty is \$85 if you fail to cancel or reschedule a testing appointment with Pearson VUE at least 24 hours in advance!*



CTP Exam Preparation

Self-Study: “learn at your own pace”

- **Essentials of Treasury Management, 5th edition**
 - The official body of knowledge delivered via a soft-cover volume
- **AFP Treasury Learning System™**
 - User-friendly Web-based tool with print study guides
 - Includes Essentials of Treasury Management

Instructor-Led: “learn in a classroom setting”

- **College/university 36-hr course delivered over 12 to 14 week semester**
 - In-Person or Online
- **Intensive 3-day exam review seminar – [Pre-Conference Workshop at AFP 2018](#)**
- **On-Demand Review**
- **Virtual Seminar**



Study Resources

Essentials of Treasury Management, 5th edition

- www.CTPcert.org/ETM

AFP Treasury Learning System™

- www.AFPLearningSystem.com

CTP Exam Preparation Guide

- www.CTPcert.org/CTPPrepGuide

AFP Collaborate: CTP Preparation Community

- Join other CTP candidates on this new discussion board. Limited to current AFP members, <https://collaborate.afponline.org/home>



Study Resources

CTP Q & A

- E-mail content-specific questions with a page reference from Essentials of Treasury Management, 5th Edition to CTPQA@CTPcert.org

Regional AFP/TMA Resources

- List of organizations, Web sites and contact individuals available at www.AFPonline.org/regionals

CTP Exam Study Network (Find a “Study Buddy”)

- www.CTPcert.org/StudyNet



Preparation

Retention of new information without periodic review

47% forgotten in 20 minutes

62% forgotten in one day

75% forgotten in 15 days

78% forgotten in 31 days

A single encounter with a given concept is not sufficient to ensure the type of long-term learning that is necessary for success on the exam



A System for Preparation

- 1. Create a study plan (and stick to it!)**
- 2. Use study aids and techniques to reinforce learning and comprehension**
- 3. Test your mastery of the material**



Step 1: Create a Study Plan

Organize and orientate

- Investigate how the ETM/Learning System text modules are organized
- Lightly scan the topics and equations/calculations covered in each text by chapter
- Look at the number of questions per sub domain (from the Certification Candidate Handbook)
- Determine learning aids you will use

The background of the slide features a close-up of several stacks of gold coins on the left. On the right, a magnifying glass is positioned over a document, likely a financial statement or a study plan, with a blue pen resting nearby. The overall theme is financial and academic.

Step 1: Create a Study Plan

Create a schedule for studying

- Plan most study time on areas you are weakest in and on areas by their relative importance based on the number of questions on the exam
- Make the commitment
 - Keep to the schedule
 - Block-out times on your calendar
 - Make-up missed “appointments”



How long will it take to study 20 chapters?

Average Time/Chapter	Total Time Required	5 hours/week commitment	4 hours/week commitment	3 hours/week commitment	2 hours/week commitment
5 hours	100 hours	20 weeks	25 weeks	33.3 weeks	50 weeks
4 hours	80 hours	16 weeks	20 weeks	26.6 weeks	40 weeks
3 hours	60 hours	12 weeks	15 weeks	20 weeks	30 weeks
2 hours	40 hours	8 weeks	10 weeks	13.3 weeks	20 weeks



Step 2: Use study techniques to reinforce learning

Read for comprehension

- Take notes
- Replicate calculations
- Re-draw diagrams and charts
- Recitation- repeat out loud
- Make acronyms



Step 2: Use study techniques to reinforce learning

Use study and test-taking techniques recommended by learning experts

- Outline reading material
- Periodic review, rather than cramming
- Over-learn
- Restate



Step 3: Test your mastery of the material

Practice

- Answer multiple-choice questions covering all chapters of the BOK

Analyze

- Identify knowledge domains/Modules that need more study

Review

- The more you study after mastery, the more you are likely to remember!



CTP Scoring

- For security purposes, multiple versions of the CTP exam exist.
- Versions are statistically equated to ensure everyone is held to the same standard.
- Scaled passing score is 300.
- Not a one-to-one correlation with the number of questions correct.
 - A score of 295 may mean that you missed passing by one question or several.



Diagnosics

Diagnostic Code

Level 1 – Indicates acceptable performance in this content area

Level 2 – Indicates less than acceptable performance in this content area

Level 3 – Indicates considerably less than acceptable performance in this content area

Diagnostic Areas (SAMPLE)

Corporate Treasury Management Function

2

Working Capital Management

2

Cash and Liquidity Management

1

Capital Markets and Funding

3

Treasury Operations and Controls

3



Re-Exams

- **CTP Exam is a single test- it is not delivered in multiple parts**
- **If you have to re-examine, you will take the entire exam again, but it will be a different version**
- **You must wait to re-examine until the next window**
- **Membership/price differential not applicable for re-examination**

To register for a re-exam, apply online or download the pdf from CTPCert.org website, submit with re-exam fee by final deadline



Questions





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Appendix

CTP POLICY CHANGES

After carefully considering feedback from candidates, AFP has made changes to simplify the registration policies for the CTP program.

The following policy changes will be in effect beginning with the 2019A (June - July 2019) CTP testing window:

- Re-examinations will be renamed Re-registrations and the fee will be reduced from \$300 to \$250.
- Effective January 31, 2019, transfers will no longer be available. If you choose not to, or you are unable to take the exam in the window for which you are registered, you can submit a Re-registration request and pay the reduced Re-registration fee. You are eligible for Re-registration for five consecutive testing windows after your New Applicant window.