



ASSOCIATION FOR
FINANCIAL
PROFESSIONALS

April 27, 2016

Jane Padgett
President
Mid-Atlantic AFP
10025 Governor Warfield Pkwy, Ste 300
Columbia, MD 21044

Dear: Mrs. Padgett,

Thank you for your application for AFP Program Registration. We are pleased to inform you that your program, “2016 May Program Meeting”, has been approved for AFP program registration. **A recording of this program is not approved for FP&A credits. To be eligible, it must have an accompanying assessment and the passing score must be 80% or higher.**

This program has earned registration for a period of one year following the date of this letter and is extended only to multiple dates and/or multiple locations held during this one-year period of registration. Should you offer this program again next year, a new program registration application is required. Program registration is non-renewable.

You are required to use the following tagline in advertising the program: **Approved for up to 1.5 FP&A recertification credits by the Association for Financial Professionals.** Organizations are unable to deviate from this tagline or alter it in any way without prior authorization from AFP. Camera-ready copies of the FP&A logos are also provided. In the event that these logos are used, *one must immediately precede the approved tagline with no intervening verbiage.* Organizations using the logos and tagline incorrectly will be charged a fee for their incorrect usage.

FP&A's earn one credit for every 50 minutes of qualified programs covering topics related to gathering, interpreting, understanding and communicating business and financial information, and building and interpreting financial projections. FP&A's are required to provide documentation of credits if audited. AFP requires sponsors to provide verification of attendance to participants if and when requested. Sponsors may duplicate and distribute the attached *Confirmation of Attendance* form for FP&A's to retain in their files. Comprehensive recertification policy information may be found at www.AFPonline.org/recertguidelines.

Sponsor: Mid-Atlantic AFP

Program: 2016 May Program Meeting

Date(s)/Location(s): May 18, 2016 - Timonium, MD

Fee: \$.00

If you have any questions, please feel free to contact me at (301) 961-8613. Thank you for your interest in and support of the AFP Certification programs.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Douglas', written over a white background.

Glenn A. Douglas
Certification Coordinator



FP&A™

**Certified Corporate
Financial Planning &
Analysis Professional**

CONFIRMATION OF ATTENDANCE

The Association for Financial Professionals has approved the following program for FP&A recertification credits:

Sponsor: Mid-Atlantic AFP

Program: 2016 May Program Meeting

Program Date/Location: May 18, 2016 - Timonium, MD

Number of Eligible Recertification Credits: 1.5

NOTE: Recorded/archived programs must have an accompanying assessment to be eligible for FP&A credits

Determining Allowed Credits: FP&As are responsible for determining the number of credits earned based upon actual attendance, at the rate of one credit for every 50 minutes of qualified programs covering topics related to gathering, interpreting, understanding and communicating business and financial information, and building and interpreting financial projections.

The following are sessions that do not qualify for recertification credits:

- Organizational products/services and /or sales-specific marketing or business development presentations.
- Fundamental or introductory or self-directed exam-prep courses in corporate finance or corporate financial planning
- Non-finance related computer software application courses such as Access and MS Word.
- Personal career development topics not specific to finance or corporate financial planning & analysis
- Personal finance or personal financial planning topics
- Corporate banking and treasury topics.
- Archived webinars/Teleconferences without assessments.

Reporting of Credits: FP&As must report credits directly to AFP at the end of the recertification cycle. Credits should be submitted via the online Recertification Resource Center or the paper form found on AFP's Web site at www.AFPonline.org/recertguidelines. Documentation of credits is required if audited. FP&As **must** retain documentation of their attendance for a period of two years after the end of their cycle in the event of an audit.

CREDIT RECORD:

I have earned ____ FPA recertification credit(s) by attending this continuing education activity.