

CFP BOARD

**CFP BOARD
ITEM REVIEWER
POSITION
DESCRIPTION**

VOLUNTEER ITEM REVIEWER

Who is an Item Reviewer?

An Item Reviewer is a trained, currently certified CFP® content expert who checks exam questions at various stages to ensure they are appropriate and accurate.

Why should I be an Item Reviewer?

Item Reviewers stay up to date on financial planning knowledge while also receiving free Continuing Education hours to maintain the certification.

How do I become an Item Reviewer?

Complete the volunteer application and register for an item review meeting. CFP Board will provide support and item review training.

ITEM REVIEW INITIATIVE

The goal of item review campaigns is to remotely review and edit newly written exam questions. Reviewers evaluate a question's relevance to the exam blueprint, content accuracy, correctness of answers, potential bias, and language clarity.

Volunteers work with fellow CFP® Professionals and exam developers to review, discuss, and edit test items with the goal of preparing them for use on future CFP® Certification Examinations. CFP Board awards three CE hours to volunteers who participate in a full three-hour technical review meeting.

Volunteers do not need prior experience. Prometric test developers will guide volunteers through a review framework to identify errors and confirm technical content. Volunteers will review content to justify correct and incorrect answers before use on future exams.

If you are currently certified, interested in becoming an Item Reviewer, or have questions, contact Eric Nepomuceno, Examinations Program Manager at enepomuceno@cfpboard.org. (Set Up Volunteer Email for examvolunteer@cfpboard.org)

TIME COMMITMENT

- 3 hours

BENEFITS

- Earn 3 CE credit hours
- Network and collaborate with other CFP® professionals.
- Contribute to the evolution of the CFP® certification.
- Enhance your knowledge of financial planning.
- Build your resume with activities that contribute to advancing the profession.

QUALIFICATIONS & EXPERTISE

You must be a CFP® professional with:

- an interest in examination standards
- a willingness to work collaboratively, give, and receive constructive feedback
- extensive financial planning expertise, preferably with specialty knowledge in one or more of the following areas: financial management, asset management, risk management, tax planning, retirement planning, and estate planning

TRAINING & SUPPORT

- Virtual instructor-led training covering best practices for reviewing test content
- Guidance from Prometric test developers throughout the review process

TERMS AND REQUIREMENTS

- CFP Board requires a commitment of one year; CFP Board encourages added years of service if both parties have mutual interest.
- Sign an annual Confidentiality Agreement which attests to NO conflicts of interest, including:
 - 1) current involvement in activities to prepare candidates for the related credential, such as writing materials for, or teaching in, prep or review course(s) or authoring review texts;
 - 2) serving as item reviewer or item writer for other credentialing exams.

CFP BOARD

CERTIFIED FINANCIAL PLANNER BOARD OF STANDARDS, INC.

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