

THE UNIVERSITY of TENNESSEE 
CHATTANOOGA
COLLEGE of BUSINESS

CERTIFICATE IN FINANCIAL PLANNING REGISTRATION FORM

How did you hear about our program?: Newspaper___ UTC email___ Colleague___ Other___

PERSONAL INFORMATION

Last Name _____ First Name _____ M.I. ___ Pref. Name _____
Home Address _____
City _____ State _____ Zip _____ SSN _____
Work Phone () _____ - _____ Home/Cell Phone () _____ - _____
Email _____

EMPLOYMENT INFORMATION

Employer _____
Job Title _____
Business Address _____
City _____ State _____ Zip _____ Length of Time Employed _____
If less than two years, list previous employer:
Employer _____
Job Title _____
Business Address _____
City _____ State _____ Zip _____ Length of Time Employed _____

EDUCATION INFORMATION

College/University	Major	Degree	Dates of Attendance
_____	_____	_____	_____
_____	_____	_____	_____

Professional Designations: _____
Professional Designations: _____

Note: Bachelors Degree required by CFP Board to sit for CFP Board Exam.

ADMISSION CRITERIA

Check one of the following:

- Bachelors Degree.** **Must submit official transcript to UTC College of Business.*
- 3 Years Equivalent Work Experience.** **Must submit resume to UTC College of Business for approval.*

METHOD OF PAYMENT

Check one of the following payment methods:

Option 1: Pay by Check

- Mail completed registration form and checks made payable to UTC:
UTC College of Business
Attn: Kaplan
615 McCallie Avenue, Dept. 6056
Chattanooga, TN 37403
- Or fax completed form to (423) 425-5255 and mail checks to mailing address listed above.

Option 2: Pay by Credit Card

- Fill out information below and mail completed form to:

UTC College of Business
Attn: Kaplan
615 McCallie Avenue, Dept. 6056
Chattanooga, TN 37403

Total Fees Paid _____ Card Type (circle one): VISA MasterCard

Name on the Card _____

Account# _____ Exp Date _____

Security Code (three or four digit code on card) _____

- Or call (423) 425-2108 to pay by phone and mail/fax completed form to mailing address or fax to (423) 425-5255.

Registration is not complete until all fees are received. Payment secures space in the course.