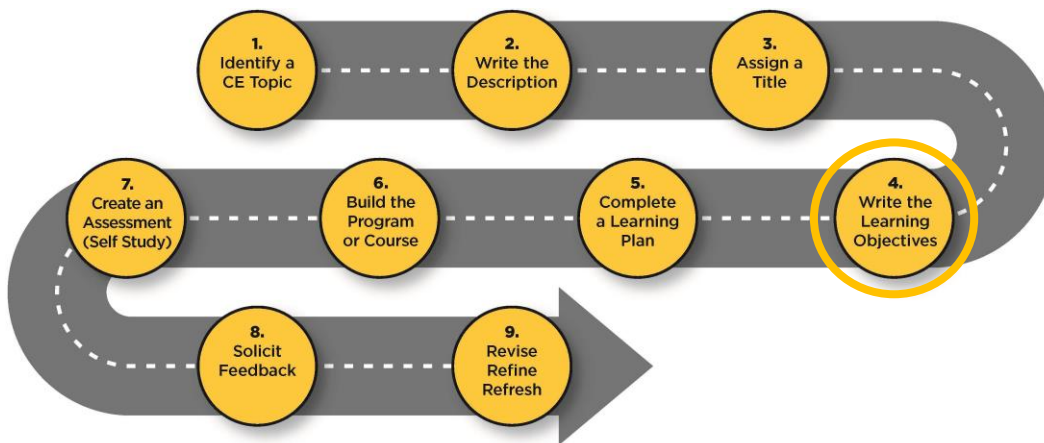


GUIDANCE DOCUMENT: LEVEL OF COMPLEXITY (DEFINED)

The CFP Board Council on Education has developed a set of CE Quality Standards for various steps of the program development process. Every program starts with a good idea that leads to a program description. A good description narrows and articulates, in a few short sentences, the purpose of the program. It outlines the main topics and themes to be covered. The learning objectives are a series of concise statements that define the expected goal or outcome of the program in terms of the participants' ability to demonstrate newly acquired knowledge or skills at a specific **Level of Complexity**.



Level 1 – Basic. The learning objectives will ensure the content provides the CFP® professional with an entry-level *overview* and exposure to a topic to build foundational, working knowledge *leading to the development of a particular skill or skill set*.

Level 2 - Intermediate. Participants will have a foundational, working knowledge in the topic as a pre-requisite. The learning objectives will ensure the content provides the CFP® professional the enhanced concepts necessary to *apply* and *analyze* the topic thereby *strengthening knowledge and advancing skill level*.

Level 3 - Advanced. Participants will have detailed knowledge of the topic. The learning objectives will ensure the content enables the CFP® professional *to master a skill set* and the topic in terms of *adapting, evaluating, modifying* and *predicting* outcomes.

Additional Guidance Documents:

- Writing Meaningful Learning Objectives
- Developing a Learning Plan
- Creating Effective Assessment Questions
- [Building a Quality Live Program](#)
- [Building a Quality Online Course](#)
- Designing a Program Evaluation
- Sample Program Evaluation

Comments or Questions? Please email us at cesponsor@cfpboard.org