

How to host a study group

Thinking about hosting a chapter study group for the CCIFP certification? Great.

A study group is a good way to engage chapter members and support them in this important career milestone. And study groups can be done in person or remotely and you can find ready-made content or you can create your own. Here are a few tips to help you get started:

1

Schedule CFMA's Overview Seminar for your chapter. This live, one-day, intensive group session provides an overview of the body of knowledge that every CCIFP should know. Take-aways include the seminar workbook, plus CFMA's Study Guide for the CCIFP Exam, and 8 CPE credits! Contact education@cfma.org for more information or to schedule this course for your chapter. Your chapter will need to promote the event and invite your members.

OR

2

Organize your own study group. Find someone in the chapter that can lead the study group project. A study group could be done in 2-3 hour sessions for about 6 weeks or you can do something more intense in a shorter time. You should plan for about 18 hours for your group work.

- ✓ Set the date and time and location.
- ✓ Send out a short email inviting chapter members to the study group. A sample email is available [here](#).
- ✓ Have attendees get a copy of Financial Management & Accounting for the Construction Industry which may be better known as "THE BOOK."
- ✓ Use each chapter of THE BOOK as a specific study group topic. Have attendees make flashcards, host discussions or bring in guest speakers to cover the relevant material.
- ✓ Have each of the attendees take a chapter of THE BOOK and prepare to lead the discussion on that topic.
- ✓ Recruit other chapter members or outside experts to cover some of the core topics, including:
 - Accounting & Reporting
 - Human Resources, Budgeting & Planning
 - Income Recognition Methods
 - Legal & Taxes
 - Risk Management, IT, Reviews
- ✓ If you are working with outside experts, make sure to prep them with an outline of the relevant information you want them to focus on during their remarks.

For more questions about how to host a study group, please contact Veronica Whitehead, Executive Director, vwhitehead@iccifp.org or Philip Zak, CPA, CCIFP philip.zak@wipfli.com