

## Study Guide

### Overview

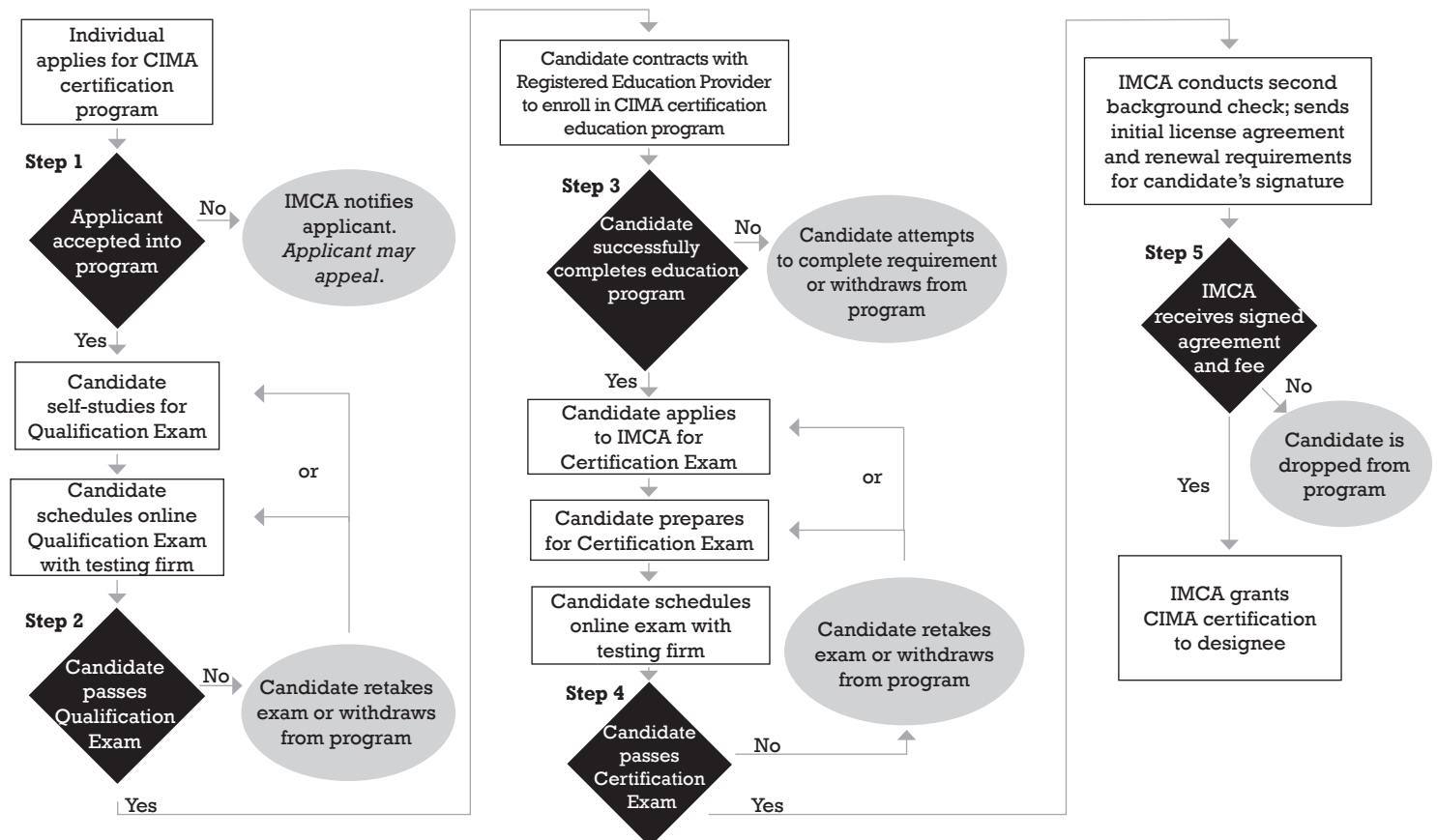
This is an overview of the CIMA<sup>®</sup> Certification Program, including study guidelines and potential study material resources.

After an application is accepted, candidates should become familiar with the five steps of the certification process, depicted below (and in the Candidate Handbook), to help lay out a plan and tentative schedule to complete the certification process. As part of the plan, each candidate should include the selection and purchase of study materials, study time for the Qualification Examination, study time before the classroom lectures, a target date for attending class, study time for the Certification Examination, and a target date for the Certification Examination. It is anticipated that most candidates can complete certification within one year, but this can vary because of background, experience, and availability of time.

Study material options are presented on page four to help candidates select appropriate study materials and/or identify external assistance that may be useful. Candidates should start with the "Detailed Content Outline" in the *Candidate Handbook* specific to each exam to target subjects on which to focus. Some candidates may have current texts and/or books that can be used for exam study and preparation. If not, well-respected college-level texts and/or books should be identified and purchased.

General study guides (pages two and three), based on the "Detailed Content Outline", are provided to assist candidates with structuring their study program for the qualification examination and the certification examination.

### Steps to CIMA<sup>®</sup> Certification



## Qualification Examination

The Qualification Examination tests a candidate’s understanding of topics that, when understood, will make the education class more valuable.

A candidate may take the Qualification Examination anytime after being notified that her/his application has been accepted. The first exam fee is included in the application fee. A candidate may sit for the Qualification Exam as many times as necessary within two years, but retesting fees apply. There is a 30-day waiting period between tests.

*Examination preparation and the education class requirement are entirely different components of the certification process. The classroom experience is designed by the education providers. The lectures and exercises incorporate topics from the “Detailed Content Outline” in the Candidate Handbook, but they are intended to achieve specific learning objectives selected by the education providers and instructors. The education providers conduct assessments to determine if their educational objectives are being achieved. The lectures and exercises develop understanding of certain key topics.*

The study guideline for the Qualification Examination can be used to establish a study strategy. The guideline maps major topic areas from the “Detailed Content Outline” against a weekly study schedule with potential readings and text resources to be selected by the candidate. Individual candidates may need more or less study time based on their current position, background, and education.

*Please note that the following general study guideline provided for the Qualification Examination is separate from study guidelines that may be applicable to the education portion of the CIMA Certification Program offered by a Registered Education Provider.*

| <b>CIMA Certification Study Guideline for Qualification Examination</b><br>(10–15 hours per week) |  |  |
|---|--|--|
| Week  | Subject  | Suggested Resources  |
| 1   | Financial math                                   | Financial Math Formula Sheet (IMCA Web site), math tutorials, text books |
|   | Analyze components of returns                    | Investment text  |
| 2–3   | Recommend asset selection and allocation         | Asset allocation text  |
| 4–5   | Formulate and recommend tax-efficient strategies | Investment text with tax discussions                                     |
| 6–7   | Components of investment policies                | Investment policy text/readings  |
| 8–9   | Performance measurement and manager selection    | Financial math, investment text/calculator tutorials                     |
| 10–14   | Investment recommendations and analysis          | Investment texts   |
|   | Fixed income                                     |  |
|   | Equities   |  |
| 15  | Legal and ethical implications                   | IMCA Code of Professional Responsibility, specialty texts                |
|   | Review   |  |

**Take the Qualification Examination**

*Sample study resources are provided on page four.*

## Education Program

After passing the Qualification Examination, candidates select and enroll in an education program from a Registered Education Provider. Fees are set by, and are payable to, the education provider. The education provider notifies IMCA of candidates who have successfully completed the education requirement.

*The education requirement is not intended to be an examination preparation class. Additional review is recommended after the classroom experience, since the Certification Examination is cumulative and covers all topics in the “Detailed Content Outline” for both the Qualification and Certification Examinations.*

## Certification Examination

After successfully completing the education requirement, candidates can submit a Certification Examination Application with the applicable fee to IMCA.

The Certification Examination is cumulative and requires review of all previously studied materials as well as classroom lecture material and exercises. Subjects listed in the “Detailed Content Outline” in the Candidate Handbook should be studied carefully as the topics listed in the study guideline for the Certification Examination are summaries.

The exam currently is administered during testing windows throughout the months of May and November online at national testing centers. A third testing month is likely to be added in 2011.

| <b>CIMA Certification Study Guideline for Certification Examination</b><br><i>(10–15 hours per week)</i> |   |   |
|--|---|---|
| <b>Week</b>  | <b>Subject</b>                                      | <b>Suggested Resources</b>  |
| 1  | Analyze components of returns                       | Review previously studied material                                |
|  | Effects of taxes and transaction costs on returns   | Investment text/tax references                                    |
| 2–3  | Analyze risk and beta                               | Investment text, financial math                                   |
| 4–5  | Recommend asset selection and allocation            | Asset allocation text/investment text                             |
|  | Forecast expected returns                           | Investment texts  |
|  | Analyze and recommend efficient portfolio selection | Asset allocation text/investment text                             |
| 6–7  | Formulate and recommend tax-efficient strategies    | Investment text   |
|  | Apply behavioral finance                            | Behavioral finance text   |
| 8–9  | Components of investment policies                   | Investment policy text/readings                                   |
|  | Investment policy preparation and recommendation    | Investment policy statement books/readings                        |
| 10–11  | Performance measurement and manager selection       | Texts/readings that cover manager selection                       |
|  | Analyze risk-adjusted measures                      | Investment texts  |
|  | Analyze benchmarks                                  | Investment and asset allocation texts                             |
|  | Perform attribution analysis                        | Investment texts  |
| 12–14  | Investment recommendations and analysis             | Investment texts  |
|  | Analyze uses of duration and convexity              | Investment texts/fixed income texts                               |
|  | Alternative investments and derivatives             | Investment texts/specialty texts                                  |
| 14   | Legal and ethical implications                      | IMCA <i>Code of Professional Responsibility</i> , specialty texts |
| 15   | Review  |   |

**Take the CIMA® Certification Examination**

## Study Resources

It is recommended that candidates begin studying topics listed on the “Detailed Content Outline” in the *Candidate Handbook* ([www.IMCA.org/main/do/CIMAHandbook](http://www.IMCA.org/main/do/CIMAHandbook)). Study materials can be purchased in the open marketplace, i.e., bookstores, Amazon.com, IMCA.org, publishers, etc. IMCA specifies topics to be covered by the Registered Education Program Providers and topics to be tested, but it cannot require specific texts to be used.

### Self-Study Texts

A number of textbooks are listed on IMCA’s Web site that may be of help. Some of the texts have been used to reference exam item answers. The Independent Self-Study texts can be found at [www.IMCA.org/cms\\_images/file\\_1043.pdf](http://www.IMCA.org/cms_images/file_1043.pdf).

The following are resources that may be helpful. They are listed only as a representative sample of texts available and are not to be considered as recommendations.

- A text on investments (e.g., Bodie, Kane, and Marcus, *Essentials of Investments* or Gitman and Joehnk, *Fundamentals of Investing*)
- A text on behavioral finance (e.g., Nofsinger, *The Psychology of Investing*)
- A text on asset allocation. (e.g., Gibson, *Asset Allocation*)
- A text on investment management consulting (e.g., Shein, *Investment Planning Answer Book*)
- Readings or textbook chapters on regulations (e.g., Haas and Howard, *Investment Adviser Regulation in a Nutshell*; Hazen, *Securities Regulation in a Nutshell*; Hallman and Rosenbloom, *Private Wealth Management*; IMCA’s *Code of Professional Responsibility*)
- Financial Math Formula Sheet (IMCA Web site, plus texts necessary to describe formula application if the formulae are not familiar to the candidate)
- Text/chapters on investment policy development (e.g., Boone and Lubitz, *Creating an Investment Policy Statement*; Burroughs, *Investment Policy Guidebook for Trustees*; IMCA, *Introduction to CIMA® Certification Program: Self-Study Texts*)
- Text/chapters on manager search and selection (e.g., Travers, *Investment Manager Analysis: A Comprehensive Guide to Portfolio Selection, Monitoring, and Optimization*; IMCA, *Introduction to CIMA® Certification Program: Self-Study Texts*)
- Text/chapters on performance measurement (e.g., Lawton and Jankowski, *Investment Performance Measurement: Evaluating and Presenting Results*; IMCA, *Introduction to CIMA® Certification Program: Self-Study Texts*)
- Text or textbook chapters on taxation (e.g., Meyerowitz, *2011 Tax Facts on Investments*; *2011 Tax Facts on Insurance & Employee Benefits*)

### Review and Overview Offerings

The following providers offer CIMA examination review, tutoring, and/or overview services to candidates and interested individuals. (Note: As a candidate, you may be contacted with information about their services. IMCA makes no assertion regarding the quality or knowledge of these providers. The providers offering these resources have no knowledge of the examination items included on the qualification or certification exams.)

**Pierre Lemaire, ABD, CAIA®**  
Beta Educational Services, LLC  
856.866.1555  
[www.betaeducation.com/CIMA](http://www.betaeducation.com/CIMA)

**John Nersesian, CIMA®, CPWA®, CFP®, CIS**  
[www.nuveen.com/WealthManagement/CIMARegistration/IntroCIMA.aspx](http://www.nuveen.com/WealthManagement/CIMARegistration/IntroCIMA.aspx)

**IMCA**  
303.770.3377  
[www.IMCA.org/main/do/CIMAqualification](http://www.IMCA.org/main/do/CIMAqualification)