A quick, initial survey of topics will help you decide how to approach the material. You may choose to prioritize complex topics, or you may find it easier to review familiar subjects first and ensure mastery of those before moving on to less familiar topics.

Successful candidates report requiring an average of 155 hours of study time to get through the course material, so make a plan and stick to it. Cramming is not advised—it is best to get through the material at a comfortable pace, and then reserve the final weeks for a comprehensive review.

There will be 100 multiple choice questions to complete over a three-hour period. Practice questions and mock exams are an important part of your study time. On exam day, you will have just under two minutes for each question. Time yourself as you take practice tests so that the pace becomes second nature. Plan to take multiple practice exams.

The course of study includes a bit of everything: ethical standards, performance measurement, performance attribution, performance appraisal, performance presentation and GIPS® standards. Learning Outcome Statements in each reading are your best guide to what will be on the exam, so master them before you take your exam.

Learn the formulas; they will not be made available to you at the exam. Make sure you have an approved calculator and understand how to use it correctly. These tools will be critical to your ultimate success.

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