How to Display Your Status as a CFA Institute Member or Candidate on LinkedIn

Step-by-Step Instructions

LinkedIn profiles have a new section labeled Certifications, which is specifically designed to display professional certifications and credentials. This is the most appropriate place to display your status as a CFA Institute member or indicate your status as a candidate.

To add this section to your profile, look for the orange-hued heading, “Add sections to reflect achievements and experiences on your profile.” It should be near the top of your profile when in Edit mode.

Step 1. Select the Add sections link to the right of the “Are you published?” heading, and a box will appear with the sections available to be added to your profile.

Step 2. In the Add Sections box, choose Certifications from the list on the left, and select the blue Add to Profile button.

Step 3. Once you click the Add to Profile button (above), LinkedIn will give you space to enter certification details as appropriate to your status.
In the **Certification Name** field, enter the appropriate reference to your status. For example, if you have met the membership requirements as defined in the CFA Institute Bylaws, including completion of the CFA Program and required years of acceptable work experience, you may enter “Chartered Financial Analyst (CFA)”.

If you are a candidate in the CFA Program, you may make reference to this, but you must not imply that you have any type of partial designation. You are considered a candidate in the CFA Program if:

- Your enrollment in the CFA Program has been accepted by CFA Institute, and you are registered to sit for a specified exam
- You have completed a specific exam but have not yet received your results

If you meet either of these criteria, you may indicate your status as a candidate using the following (based on the exam level you are next scheduled to take):

- 2011 Level I CFA Candidate
- 2011 Level II CFA Candidate
- 2011 Level III CFA Candidate


In the **Certification Authority** field, enter CFA Institute. Leave the License Number field blank. CFA Institute members may also check the box labeled “The certificate does not expire” as long as you satisfy the following requirements to maintain your status:
• Remit annually to CFA Institute a completed Professional Conduct Statement, which renews the commitment to abide by the requirements of the Code and Standards and the CFA Institute Professional Conduct Program, and
• Pay applicable CFA Institute membership dues on an annual basis.
• People who have the charter revoked for nonpayment of dues or failure to complete professional conduct statements cannot continue to represent themselves as CFA charterholders.

Once your entry is complete, choose the blue “Add Certification” button and the certification will appear on your profile:

Step 4. Remove any incorrect reference to the CFA Charter or CFA Program from the employment experience section of your profile. Select “Edit” to the right of any listing you want to remove, and choose “Remove this position”.

Thank you for displaying your professional accomplishments and association with CFA Institute on your LinkedIn profile!