



CFA PROGRAM USING THE EXAM SCHEDULING TOOL

Registration for the 2021 computer-based CFA exams is a two-step process.

The first step is to register for your desired exam.

After your register, you must schedule the date and time of your exam through the scheduling tool. Following are detailed instructions on how to effectively use the scheduling tool* to identify your desired exam location and select a date.

**The tool uses Bing maps. If you search a country or city, Bing will pinpoint the country or city longitude and latitude within 200 miles of the country or city center and return results based on that. When scheduling, for the most accurate results, candidates should search by city name.*

Step by Step Instructions

- 1) Log into your [CFA Institute account](#).
- 2) Select the CFA Program tile.
- 3) Proceed past initial scheduling tool pages.
- 4) Search by desired city. Note that there are more test centers in the Prometric and British Council network than where we offered the paper-based CFA exam. Therefore, you should search for your desired city, not necessarily the city where you may have previously tested. **It is important to search by city, not by country.**
- 5) Select a wide date range, not limiting the date range search to just a few days (e.g. weekends only). You may have to be flexible when selecting what day of the week to test. We will not be able to accommodate everyone on their preferred testing date.

Schedule Appointment

Find a Test Center

Enter your preferred location and date range to find a test center. Until your appointment is scheduled, availability is subject to change. The location and date range can be updated on the next page if the available dates and times returned are not suitable to your schedule.

Scheduling For: **CFA Level I**

Bristol, Bristol, United Kingdom

Start Date: 02/16/2021

End Date: 03/01/2021

Note: You must select an end date that is within 2 weeks of the selected start date.