



College for Financial Planning®
EDUCATING THE NATION'S TOP FINANCIAL ADVISORS™

Professional Designation Requirements



Policies and Procedures

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PROFESSIONAL DESIGNATION REQUIREMENTS

The College for Financial Planning (College) offers several professional designation programs spanning the asset management, retirement, mutual fund, and financial planning sectors of the financial services industry. Students who successfully complete one of the College's designation programs are conferred the right to use the College for Financial Planning's Registered Mark(s) subject to terms and conditions and renewal requirements.

The professional designations include:

AAMS® and Accredited Asset Management SpecialistSM
ADPA® and Accredited Domestic Partnership AdvisorSM
AIPASM and Advanced Investment Product AdvisorSM
APMA® and Accredited Portfolio Management AdvisorSM
AWMA® and Accredited Wealth Management AdvisorSM
CMFC® and Chartered Mutual Fund CounselorSM
CRPC® and Chartered Retirement Planning CounselorSM
CRPS® and Chartered Retirement Plans SpecialistSM
CSRICTM and Chartered SRI CounselorTM
FPQP® and Financial Paraplanner Qualified ProfessionalTM
MPAS® and Master Planner Advanced StudiesSM

INITIAL REQUIREMENTS

In addition to the requirements outlined below, all students enrolled in one of the College's education programs are bound by the College's Policies and Procedures outlined on the College's website.

The requirements for obtaining a designation are as follows:

1) Education

Successful completion of the requisite course of study with the College is required. Each designation program encompasses specific content outlined in the Subject Topic Lists in Appendix A. The program content includes both theoretical and practical application of the material. Each program is designed for 120-180 hours of self-study. The Master Planner Advanced StudiesSM designation program (MPAS®) is a 36-43 credit-hour graduate degree program.

See the College's Policies and Procedures for details on terms of enrollment.

2) Examination

Designed to test the student's ability to synthesize complex concepts and apply theoretical concepts to real-life situations, individuals must pass an online, end-of-course examination covering the content of the Subject Topic List specific for each designation. The MPAS® designation program consists of a combination of assignments, projects, research, and papers.

See the College's Policies and Procedures for details on testing and grading policy.

3) Designation Application

After the successful completion of the program, individuals apply for authorization to use the professional designation. This application requires the student to acknowledge adherence to the Standards of Professional Conduct and to disclose any investigations or legal proceedings relating to professional or business conduct. Additionally, students must acknowledge adherence to the College's Terms and Conditions governing the use of the College's Marks. The College for Financial Planning reserves the right to verify the accuracy of the executed statements and may conduct random audits to ensure compliance with disclosure requirements.

Please refer to the section of this document entitled Code of Ethics for details on this requirement.

Students must complete the Designation Application within six months of completing the program. Failure to complete and submit the Designation Application within this time frame will result in termination of the individual's candidacy. If an individual wishes to apply for authorization to use the Marks in the future, he or she will be required to reenroll in the program and meet all other initial designation requirements in place at the time of the request. For the MPAS® designation, students who wish to apply for authorization after their candidacy has been terminated must complete 40 hours of content-specific continuing education within a 12-month period in lieu of reenrolling in the program, pay a reinstatement fee, and meet all other initial designation requirements in place at the time of the request.

Authorization to Use the Designation

Students who successfully fulfill the designation requirements receive a certificate and authorization to use the designation on correspondence and business cards in accordance with specified guidelines.

Authorization to use one of the College's professional designations is granted for an initial period of two years. Continued use of the designation requires the designee to renew prior to the end of the authorization period. Subsequent authorization periods are two years in length.

RENEWAL REQUIREMENTS

Following initial conferment of one of the College's professional designations, authorization for continued use of the credential must be renewed every two years at the end of the authorization period. Subsequent authorization periods are two years in length.

Each designee applying for renewal is required to:

1. Submit a renewal application

An online renewal application must be completed prior to the expiration of a designee's authorization period in order to renew a designation. This form requires the designee to acknowledge adherence to the Standards of Professional Conduct and to disclose any investigations or legal proceedings relating to their professional or business conduct. Additionally, designees must acknowledge adherence to the College's Terms and Conditions governing the use of the College's Marks. The College reserves the right to verify the accuracy of the executed statements and may conduct random audits to ensure compliance with disclosure requirements.

2. Pay a renewal fee

As part of the renewal requirements, designees pay a nonrefundable renewal fee for each designation being renewed. A nonrefundable late fee is incurred per designation if all renewal requirements are not completed, received, and accepted by the College by the renewal due date.

3. Report continuing education (CE)

A CE requirement is effective immediately upon initial conferment of the designation. As part of the online renewal process, designees execute an electronic attestation statement confirming appropriate CE credits have been earned during their two-year authorization period. A wide variety of program types is accepted for CE. Specific criteria can be found under Continuing Education Standards.

Method of Contact

The College for Financial Planning uses e-mail as its primary communication method. It is the responsibility of the designee to provide accurate contact information to the College for Financial Planning and to notify the College promptly when there is a change in this information.

Notification Timeline

Prior to the expiration of a designee's authorization period, an e-mail notice will be sent to the designee's business e-mail address. A written notice will be sent to the designee's preferred mailing address.

Individuals who do not complete and submit all renewal requirements to the College for Financial Planning by the renewal due date are assessed a nonrefundable late fee per designation.

Relinquishment of Designation due to Noncompliance with Requirements

Individuals who have not complied with the renewal requirements within 60 days following their expiration date are subject to receiving a Notice of Relinquishment. This Notice advises individuals that, due to their failure to comply with the renewal requirements, they are deemed to have relinquished the right to use the designation and must cease all use of the Mark(s). Continued use of the Mark(s) in such circumstances is an unauthorized use and deemed a violation of the Terms and Conditions. The College actively monitors the use of its Marks and reserves the right to take all necessary legal steps to protect them.

Reinstatement after Relinquishment

An individual may request the College to reinstate their right to use the designation within two years following the expiration date by fulfilling all outstanding renewal requirements and paying all outstanding fees. Individuals who do not reinstate within two years following their expiration date are ineligible for reinstatement and are instead required to reenroll in the education program and fulfill all other initial designation requirements in place at the time of their request. For the MPAS® designation, individuals who do not fulfill all outstanding renewal requirements within two years following the expiration date must complete 40 hours of content-specific continuing education within a 12-month period and pay a reinstatement fee in addition to meeting the initial designation requirements in place at the time of the request.

Voluntary Relinquishment

Individuals who are currently authorized to use one of the College's designations, and whose professional conduct is not under review by the College, may choose to voluntarily relinquish their authorization to use the Marks. Individuals must notify the College in writing that they voluntarily relinquish their rights to use one of the College's Marks. Please note that renewal fees paid to the College are nonrefundable.

CODE OF ETHICS

The Code of Ethics requires compliance with the following three components:

- 1) adherence to the Standards of Professional Conduct;
- 2) self-disclosure of prior allegations or violations; and
- 3) adherence to the Terms and Conditions.

Standards of Professional Conduct

Individuals credentialed by the College for Financial Planning are required to adhere to the following five tenets of professional conduct. These tenets embody the ethical and professional ideals that are fundamental to the College's professional designations.

1. Integrity
Provide professional services with integrity, honor, fairness, and dignity and maintain client trust and confidence.
2. Objectivity
Maintain objectivity and impartiality with respect to services rendered and advice given.
3. Competency
Maintain an adequate level of knowledge and skill and effectively apply that knowledge while recognizing its limitations.
4. Confidentiality
Keep client information confidential, disclosing only when authorized or compelled by law.
5. Professionalism
Comply with all laws and regulations as required and applicable, refraining from actions that bring dishonor to you or your profession.

Self-Disclosure

Prior to initial authorization to use the College's Marks, and upon each subsequent renewal, you must disclose whether you have ever been involved in any criminal, civil, self-regulatory organization, or governmental agency inquiry, investigation, or proceeding.

Please be aware that, if you disclose matters on your initial application, or if the College for Financial Planning discovers matters that are required to be disclosed, your authorization to use the College's Marks may be delayed pending the College's review of the matters. The College may elect to delay its decision on matters that are pending.

The College may verify your employment record, qualifications, and disciplinary history through FINRA's Central Registration Depository (CRD). All disciplinary information obtained will be reviewed by the College or appointed agent.

The following criteria are used when reviewing an individual's self-disclosure(s) and will result in denial, revocation, or suspension of use of the College's Marks:

- Felony conviction for theft, embezzlement, tax fraud, or other financial or tax-related crimes.

- Revocation or suspension, for reasons other than administrative, of a financial, insurance, or tax professional license or registration including, but not limited to, registered securities representative, broker/dealer, insurance, accountant, investment advisor, or financial advisor.
- Revocation or suspension, for reasons other than administrative, of an attorney license.
- Felony conviction for any violent crime.
- Two or more personal or business bankruptcies.

All other transgressions will be reviewed on a case-by-case basis.

Terms and Conditions

The College for Financial Planning awards professional designations to individuals who meet the initial and ongoing designation requirements. The use of the College's Marks is further contingent upon compliance with the Terms and Conditions. Individuals agree to this statement upon initial conferment of a designation and upon each subsequent renewal of that designation. A copy of the Terms and Conditions is found on our website.

DISCIPLINARY PROCESS

Monitoring

The College reserves the right to monitor for compliance any individual using the College's Marks. Any alleged violations discovered will be subject to the Disciplinary Procedures outlined below.

Complaint Procedures

Complaints against a designee may be filed by the designee's client, a designee's employer, or any other individual with whom the designee has established a formal business engagement for purposes of providing asset management, retirement planning, or financial planning services to that individual.

Complaints may be filed using the Complaint Submission form found on the College's website. The College for Financial Planning investigates all complaints and its Ethical Conduct Committee determines whether allegations are justified and whether the conduct warrants disciplinary action.

Disciplinary Procedures

An alleged violation of any of the College's Policies and Procedures shall be subject to a fair and impartial process in determining whether or not a violation has occurred and carried out in accordance with the Disciplinary Procedures in this section.

Upon receipt of an alleged violation, the College will conduct an investigation in a prompt and reasonable manner.

A designee who is charged with a violation shall be notified of the specific charge(s) in writing by a Charging Letter sent via Certified Mail, Return Receipt Requested, or comparable means, and shall be given ten (10) days to submit a written response to the designated College official.

Failure of a designee to respond to the Charging Letter will be taken as an admission of truth of the charges.

In those instances where the College determines the conduct does not warrant a Charging Letter, it may choose to issue a Warning Letter and/or provide counseling to the designee.

After the College's investigation is completed and the designee has responded to the Charging Letter, the Ethical Conduct Committee shall be convened to review the file and make findings and recommendations. The Committee shall consist of at least three (3) individuals who have no prior involvement with the designee or the investigation. These will, however, generally be employees of the College.

Designees shall be afforded the opportunity to address the Committee to make a statement in their defense. This may be done via teleconference. The amount of time to be afforded to the designee may be reasonably limited by the Committee.

Designees are not entitled to representation by an attorney or any other third party at any point in the process.

Tape, digital, or other electronic recording of the Committee meeting is not permitted.

The Committee delivers a summary report, generally containing Findings of Fact, Conclusions, and Recommendations to the Senior Director of Alumni Operations. The decision shall be communicated to the designee and sent via Certified Mail, Return Receipt Requested, or comparable means.

If a violation is found, disciplinary sanctions shall be based on the seriousness of the situation and may include, but are not limited to:

- Reprimand;
- Suspension, for a period to be determined by the College, not to exceed one (1) year;
- Revocation.

In those instances where designees are found to be in violation in accordance with the proceeding specified above, they may appeal the decision to the President of the College. The decision of the President is final and shall be communicated directly to the designee.

Publication of Disciplinary Action

When grounds for discipline have been established, it is the standard procedure to publish the fact of the disciplinary action (reprimand, suspension, or revocation) along with the identification of the designee on the College's website. In some cases, when the Committee determines that there are extreme mitigating circumstances, it may decide to withhold public notification.

CONTINUING EDUCATION STANDARDS

CE Hour Requirements

Designees are required to complete sixteen (16) continuing education credits (hours) per designation within the two-year authorization period. In most cases, the same course may fulfill requirements for two or more designations. MPAS® designees are required to complete forty (40) continuing education credits within the two-year authorization period.

Earning CE Hours

CE hours must be earned during the current authorization period, which is a two-year period. CE hours earned in excess of the requirement may not be applied to subsequent authorization periods. CE hours earned for any one program may not be split between two authorization periods.

Program Requirements

The College for Financial Planning does NOT maintain a list of pre-approved CE sponsors and their courses. It is the designee's responsibility to obtain CE from credible sources whose programs:

- are of an acceptable program type as outlined below;
- address one or more topics listed in the Subject Topic Lists in Appendix A;
- contribute to increasing the professional competency;
- are developed and conducted by persons qualified in the subject matter and familiar with generally accepted standards for course design;
- are current and correct in program content;
- provide documentation by the sponsor to the attendee; and
- are at least 50 minutes in length.

Acceptable Program Types

- Live presentations (conferences, workshops, courses, seminars, live webcasts)
- Virtual (teleconferences)
- Self-Study with end-of-course assessment tool (printed material, periodicals, audio/video CDs, electronic media, online)
- Teaching
- Authorship
- Coursework for obtaining professional licenses or designations

Subject Topics Accepted for CE Credit

Continuing education credits must cover one or more of the topics specific to each designation. See Appendix A for the Subject Topic List.

Credit for Live Presentations

Programs are accepted for CE credit in ½ credit increments. One CE credit hour equates to a minimum of 50 minutes of classroom presentation. For example, a 75-minute program equals 1.5 credits. Real-time courses offered over the Internet, i.e., live webcasts, are accepted for CE credit as outlined in this paragraph.

Courses offered by colleges and universities (including community colleges) are accepted for the following credit provided they cover topics listed in the Subject Topics Accepted for CE Credit:

- semester credit = 15 CE hours (3 semester credits = 45 CE hours)
- quarter credit = 10 CE hours (3 quarter credits = 30 CE hours)

Both credit and non-credit courses will be accepted. For non-credit courses, each 50-minute class session may be counted as one CE hour.

Credit for Virtual Programs

Credit for teleconferences is determined by the time spent participating in the teleconference. See Credit for Live Presentations for details.

Credit for Self-Study Programs

Self-study programs are defined as courses completed outside of a classroom environment using printed material, periodicals, audio and/or video recordings, electronic, or online media. Satisfactory completion must include a written or online examination, which shall be graded by the sponsor, with a passing score of 70% or higher.

Self-study programs must meet the Program Requirements described above and require the designee's registration with the program sponsor.

Credit for self-study programs is determined as recommended by the program sponsor. The following methods are acceptable for sponsor use in determining self-study credit: average completion time, pilot study, credit assigned by other licensing or credentialing organizations through a formal course registration process, one credit for every 10 exam questions.

Credit for Coursework for Obtaining Professional Licenses and Designations

Credit is accepted for coursework taken to obtain professional designations and licenses within the current authorization period provided the content of the coursework covers one or more of the topics listed in the Subject Topics Accepted for CE Credit. Please refer to Credit for Self-Study Programs or Credit for Live Presentations to determine the amount of credit for your particular designation or license coursework.

Licenses or designations that do not require coursework cannot be counted for CE credit.

Credit for Teaching

Credit as an instructor, discussion leader, or speaker:

- is accepted for meetings or engagements that are directed to financial services professionals provided topics covered are listed in the Subject Topics Accepted for CE Credit.
- is accepted for courses taught at a regionally-accredited institution of higher education provided topics covered are listed in the Subject Topics Accepted for CE Credit.
- is allowed on the first presentation only per authorization period on the basis of two CE credits for each hour of class or presentation time. For example, an instructor may claim four hours for teaching a two-hour class.
- is not accepted for presentations designed primarily for persons not engaged in financial services (e.g., presentations to the general public, presentations for marketing purposes, television and radio talk shows).

Credit for Authorship

A maximum of eight credits is allowed for authorship of published articles and books relating to the Subject Topics Accepted for CE Credit provided they contribute to increasing the professional competency of the author. Credit may be claimed during the authorization period in which the article or book is published. Short newspaper articles, Q&As, and company newsletter articles for clients are not accepted for credit.

Reporting and Recordkeeping

Reporting CE Hours

At the end of the two-year authorization period, designees must attest that the requisite amount of CE has been completed in the Subject Topics Accepted for CE credit. The College for Financial Planning reserves the right to verify the accuracy of the executed statement and may conduct random audits to ensure compliance with continuing education requirements. If audited, designees must submit documentation in support of the required CE hours. Courses taken from the College for Financial Planning are exempt from audit.

Documentation

Each designee must retain documentation of CE hours for two years after the end of the authorization period. Documentation confirming attendance should not be sent to the College for Financial Planning unless specifically requested. The College for Financial Planning may request these documents at any time up to two years following the end of an authorization period.

Documentation may be a grade report or transcript for activities involving an examination. For other programs, a written confirmation of attendance (i.e., Certificate of Attendance, Certificate of Completion, etc.) from the sponsoring organization is acceptable and should include: the designee's name, name of program, name of CE sponsor, date of program, location, number of CE credits, and signature of sponsor representative. In addition, an agenda showing the topics addressed and the time allotted for each topic should be retained.

Failure to Comply

Each designee is responsible for demonstrating full compliance with the CE requirement. The College for Financial Planning may at any time request documentation in support of any statement executed by the designee.

Unsupported, misstated, or fraudulent reporting of CE credits is a violation of the Terms and Conditions. Such reporting is cause for action by the College for Financial Planning and may be grounds for disciplinary action up to and including revocation of the designation. See the sections entitled Monitoring and Disciplinary Procedures for further information.

Failure to fulfill and attest to the completion of the required CE hours by the end of the authorization period will result in non-renewal of the designation, precluding any use of the Marks.

Audits

The College for Financial Planning conducts random audits of attestation statements for the most recent authorization period. Individuals must respond to the notice of audit within 30 days. Failure to respond to the notice of audit is a violation of the terms and conditions and may be grounds for disciplinary action up to and including revocation of the designation.

When audited:

- the designee is notified of the audit and asked to send documentation of the required CE hours.
- the CE hours and supporting documentation are reviewed by the College for Financial Planning and a determination is made as to whether the hours are accepted or denied.
- the designee receives confirmation from the College for Financial Planning regarding the audit and any further action needed.

If any CE hours are denied during the audit and a deficiency results, the designee will be given 60 days to report and document additional hours to cure the deficiency. The designee will remain authorized to use the Marks during this 60-day period.

If the deficiency is not cured within the 60-day period, a deficiency notice will be sent noting the individual is no longer authorized to use the Marks. Unsupported or misstated CE reporting is a violation of the terms and conditions and may be grounds for disciplinary action up to and including revocation of the designation.

Waivers

Request for a waiver of the CE requirement due to extenuating circumstances will be reviewed on a case-by-case basis. Written requests along with supporting documentation should be made to the College for Financial Planning, Attn: Alumni Operations, 9000 E. Nichols Ave., Ste 200, Centennial, CO 80112.

DISCLAIMERS

Release of Designee Information to the Public

The College for Financial Planning makes available the following information through telephone, e-mail responses, or through its website regarding individuals who are currently, or who once were, authorized to use one of the College for Financial Planning's professional designations:

- Whether an individual has ever been conferred one of the College for Financial Planning's professional designations, the date of that conferment, the expiration date or, if not currently authorized to use the designation, the date on which the authorization to use the designation expired, was revoked, suspended, or otherwise terminated.
- The individual's full name, business name, address, and phone number if the individual is currently authorized to use one of the College for Financial Planning's professional designations.

The College provides this same information in the form of a list to industry organizations—specifically the financial services firms that employ individuals authorized to use one of the

College’s professional designations—for purposes of compliance or as otherwise deemed appropriate by the College for Financial Planning.

Grievances

The College for Financial Planning applies its policies and procedures to all students and designees consistently and uniformly. Administrative exceptions are granted when deemed appropriate for extenuating circumstances that can be supported with documentation. The College’s Grievance Resolution Committee reviews appeals from individuals when circumstances exist that either fall outside the criteria used to grant administrative exceptions or when there is evidence that the policies and procedures have not been applied to the individual as stated. The decision of the Grievance Resolution Committee is final.

Disclaimer

The College for Financial Planning reserves the right to amend or expand the requirements to obtain or maintain the rights to use its trademarks without notice. Designees are responsible for staying up-to-date and meeting the current standards.



The Asset Management Process

The Asset Management Process

- The Cycle of Financial Life
- Establishing Trust
- Step 1: Gathering Data
- Assets, Liabilities, and Net Worth: The Statement of Financial Position
- Income Statement (Statement of Cash Flows)
- Other Types of Data
- Step 2: Establishing Financial Goals
- Making Goals Specific
- Prioritizing Goals
- Step 3: Analyzing Information
- Step 4: Making and Implementing Recommendations
- Clarifications and Agreements
- An Investment Policy
- Presentation of Recommendations
- The Investment Professional Proposes; the Client Disposes
- Implementation
- Step 5: Monitoring Performance
- Measuring Progress in Terms of Client Expectations

Establishing an Investment Policy Statement (IPS)

- The Purpose and Importance of an Investment Policy Statement
- Attributes of a Sound Investment Policy Statement
- Creating the Investment Policy Statement
- The Role of the Client

Dealing With Change

- Market Change and the Inner Investor
- The Problem of Short-Term Volatility
- Greed and Fear
- Irrational Investors
- When Change Is Prudent and Necessary
- The Changing Client

Risk, Return, and Investment Performance

Risk

- Systematic (Non-Diversifiable) Risk
- Unsystematic (Diversifiable) Risk

The Risk/Return Relationship

- Measuring Risk
- Risk-Adjusted Returns

Managing Risk in Portfolios

- Risk Reduction Through Diversification
- Client Time Horizons and Portfolio Risk
- Practical Approaches to Creating Client Portfolios

Measuring Investment Performance

- Excess Return
- Risk-Adjusted Measures of Return
- Performance Benchmarks
- The Importance of Time Periods

Asset Allocation and Selection

Asset Allocation

- The Brinson Study
- Implications for Investment Professionals and Their Clients
- Returns of Major Asset Classes Over Time
- The Variability of Returns
- The Critical Importance of Time Horizons in Asset Allocation
- Related Theory
- Practicing Asset Allocation
- Approaches to Asset Allocation

Asset Classes, Characteristics, & Performance

- Common Stocks
- Preferred Stock
- Bonds and Other Debt Instruments
- Investment Characteristics and Performance
- Real Estate

- Mutual Funds
- Exchange-Traded Funds (ETFs)
- Exchange-Traded Notes (ETNs)

Stock Valuation Methods

- Sources of Corporate Stock Value
- A Model for Common Stock Valuation
- Price/Earnings Ratios
- Price/Sales Ratios

Bond Valuation Methods

- Factors Determining the Value of a Bond
- Non-Interest-Rate Factors in Bond Pricing
- Rules of Thumb for Bond Values

Fundamental Analysis

- Fundamental Analysis Methodology
- Economic Analysis
- Industry Analysis
- Company Analysis

Technical Analysis & Market Timing

- Hirt, Block, and Basu
- Burton Malkiel
- Charles Ellis

Investment Strategies

The Importance of Strategy

- The Requirements of Strategy
- Investment Strategy and Investment Policy

Buy-and-Hold: The Benchmark Strategy

- Evidence and Explanation

Timing Strategies

- Dollar Cost Averaging (DCA)
- Value Averaging
- Implementing the Dollar Cost and Value Averaging Strategies
- Investing With Economic Cycles

The Contrarian Strategy

- Psychology and Markets
- Evidence

Value Investing

- Benjamin Graham's Legacy

Growth Stock Investing

- What Is a Growth Stock?
- Growth Stock Strategy
- The Challenge of Growth Stock Investing

Small Stock Investing

- The Small Firm Effect
- Investing in Small Firms
- Client Suitability

Active versus Passive Management

- Wealth Allocation Framework

Bond Strategies

- Ladder Strategy
- Barbell Strategy
- Tax Swap
- Pure Yield Pickup Swap
- Substitution Swap

The Enemies of Effective Strategy

- Unrealistic Expectations
- The Emotional, Undisciplined Client
- Inadequate Time Horizons



Taxation of Investments

Taxes and investments

- Basic Tax Formula
- Alternative Minimum Tax
- The Kiddie Tax
- General Tax Strategies in Investing

General Income Tax Principles

- The Progressive Federal Tax System
- The Marginal Tax Rate
- When Income Is Received for Tax Purposes
- Capital Gains and Losses

Taxation of Investment Products

- Stocks
- Fixed-Income Securities
- Tax-Exempt Securities
- Mutual Funds
- Life Insurance and Annuities
- Real Estate Limited Partnerships
- Real Estate Investment Trusts
- Medicare Contribution Tax

Investing for Retirement

Assessing Retirement Needs

- Where the Money Goes—Now and During Retirement
- Inflation and Erosion of Purchasing Power

Sources of Retirement Income

- Social Security Benefits
- Pension and Profit Sharing Income
- Retirement Savings and Investment Income
- Other Sources of Retirement Income

Accumulating Capital for Retirement

- General Strategies to Accumulate Retirement Income Sources

Accumulating Retirement Funds in Tax-Deferred Arrangements

- The Pros and Cons of Tax-Deferred Arrangements
- Types of Tax-Deferred Plans
- Nonrefundable Tax Credit for Employee Contributions
- Summary: Accumulating Retirement Funds in IRAs, TSA/403(b) Plans, and 401(k) Plans

Retirement Distributions

- Timing Periodic Retirement Distributions
- Minimum Distribution Requirements
- Common Distribution Options of Employer-Provided Qualified Retirement Plans
- Terminating Employees and the Distribution Process
- Investment Considerations

Investment Planning During Retirement

- Asset Allocation and Investment Selection Considerations
- Withdrawal Considerations

Deferred Compensation and Other Benefit Plans

Comparison of Qualified versus Nonqualified Plans

- Major Differences
- Code Section 409A

Methods of Funding

- Unfunded Plans
- Informally Funded Plans
- Section 83 Plans

Types of Nonqualified Plans Used for Retirement Funding

- Salary Reduction Plans
- Excess Benefit Plans
- Supplemental Executive Retirement Plans (SERPs)
- Top Hat Plans
- Section 457 Plans

Life Insurance Plans

- Split Dollar Life Insurance Plans
- Key Employee Life Insurance
- Executive Bonus Plans
- An Analysis of Informal Funding with Life Insurance

Equity-Based, Incentive Compensation Plans

- Introduction
- Background Information on Equity-Based Compensation Plans
- Basic Characteristics of Stock Options
- Increase in the Use of Stock Options and Equity-Based Benefits
- Oversight of Equity-Based Compensation Plans
- Basic Characteristics of ISOs and NSOs
- Restricted Stock Plans
- Phantom Stock Plans
- Stock Appreciation Rights
- Performance Unit or Share Plans

Insurance Products for Investment Clients

The Purposes of Life Insurance

- Family Needs—Risk of Death to an Income Earner
- Creating a Retirement Nest Egg
- Insurance for Estate Planning
- Serving Business Needs

Measuring the Need for Life Insurance

- The Insurance Needs of the Individual Client
- Two Commonly Overlooked Risks

Types of Life Insurance

- Term Life Insurance
- Permanent Cash Value Life Insurance
- Taxes and the Cash Value Policy
- Borrowing Against Cash Value Policies
- Withdrawals from Cash Value Policies
- Dividend Options for Policy Owners

Settlement Options

- Installment Payment Options
- Income for Life
- Estate Planning Arrangements

Annuities

- Immediate Annuities
- Deferred Annuities
- Annuity Variations
- Annuity Costs
- Tax Benefit
- Tax-Free Exchanges

Estate Planning for Investment Clients

The Nature and Objectives of Estate Planning

- The Estate Planning Team
- Formulation, Coordination, and Monitoring of the Plan
- The Unauthorized Practice of Law

Estate Transfer Taxes

- Evolution of the Federal Transfer Tax System
- Valuation
- The Federal Unified Transfer Tax System
- The Federal Gift Tax
- The Federal Estate Tax
- Calculation of the Estate Tax
- The Federal Generation-Skipping Transfer Tax (GSTT)
- Marital Deduction and Bypass Planning

Estate Transfer Techniques During Life (inter vivos)

- Outright Gifts
- Trusts
- Trusts for Minors



**Estate Transfer Techniques at Death
(Testamentary)**

- Probate Transfers
- Will Substitutes
- Ownership and Titling of Property
- Contracts as a Transfer Technique
- Intestate Succession Statutes

Planning for Incapacity

- Management of Property
- Personal and Medical Care Decision Making

Fiduciary, Ethical, and Regulatory Issues for Advisers

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Wealth Transfers for Domestic Partners

Basic Wealth Transfer Techniques

- Wealth Transfer Techniques
- Intestate Situations
- Will Substitutes

Specific Wealth Transfer Differences Involving Domestic Partners

- Application of Basic Wealth Transfer Techniques to Domestic Partners
- Joint Ownership of Property by Domestic Partners

Alternative Planning for Wealth Transfers by Domestic Partners

- Federal Transfer Tax Exclusion and Exemption Amounts
- Lifetime Transfer Techniques for Domestic Partners
- Wealth Transfer Techniques for Domestic Partners at Death

Federal Taxation Issues for Domestic Partners

Income Tax Issues

- Federal Income Tax
- Filing Status
- Individual Income Tax Rates
- Total (or Gross) Income
- Adjustments to Income
- Reductions to AGI
- Basis
- Adjusted Basis
- Capital Assets
- Capital Gains and Losses
- Capital Gain Rates
- The Alternative Minimum Tax (AMT)
- Miscellaneous Income Tax Issues

Gift Tax Issues

- Inter Vivos Versus Testamentary Transfers
- Federal Gift Tax
- Application of the Federal Gift Tax to Lifetime Transfers Made by Domestic Partners

Estate Tax Issues

- Federal Estate Tax
- Application of the Federal Estate Tax to Domestic Partners

Generation-Skipping Transfer Tax Issues

- The Federal Generation-Skipping Transfer Tax (GSTT)
- Alternative Federal Tax Planning for Domestic Partners
- Alternative Income Tax Planning
- Alternative Gift Tax Planning
- Alternative Estate Tax Planning
- Alternative Planning for the Generation-Skipping Transfer Tax

Retirement Planning & Relationship Issues for Domestic Partners

Retirement Demographics and Trends

- Retirement—A Time of Growing Significance
- Changing Demographics
- Lack of Retirement Planning

Social Security and Medicare

- Social Security Basics
- The Family Benefit
- Medicare
- Medicare Coverage, Eligibility, and Benefits

Employer-Sponsored Retirement Plans

- Qualified Plans

Individual Retirement Plans

- Deductible IRAs
- Roth IRAs

Distributions from Retirement Plans and Regular IRAs

- In-Service Distributions or Withdrawals
- Postretirement Distributions
- Post-Death Distributions

Retirement Planning for Domestic Partners

- The Differences in Planning for Domestic Partners

Domestic Partnership Agreements

- Personal Relationships
- Domestic Partnership Agreements

Planning for Financial, Medical, & End-of-life Needs of Domestic Partners

Definitions, Scope, and Goals

- Definitions
- Scope
- Goals

The Need to Plan for Disability

- Disability
- The Emergency Fund
- Long-Term Care Insurance
- Specific Applications to Domestic Partners

Failing to Plan for Incompetence

- Nature of Incompetence
- Consequences of Not Preplanning for an Incompetent Person's Personal Care or Financial Affairs
- Consequences of Not Preplanning an Incompetent Person's Medical Care
- Specific Application to Domestic Partners

Help with Financial Needs

- Preplanning for Management of Financial Affairs
- Planning Techniques for a Non-minor's Financial Affairs
- Application to Domestic Partners

Help with Medical Needs

- Preplanning for Medical Care Needs
- Application to Domestic Partners

Basic Wealth Transfer Techniques

Help with End of Life Needs

- Planning for End of Life Needs
- Application to Domestic Partners



Investment Risk and Return Analysis

Risk and Return Concepts

- Definitions of Return Measures
- Definitions of Risk Measures
- Risk and Diversification
- Types of Risk

Risk and Return Analysis—Standard Deviation and Correlation

- Weighted-Average Return
- Investment Risk/Return Relationships
- Standard Deviation of a Single Asset
- Semi-Variance
- Coefficient of Variation
- Covariance Between Two Assets
- Correlation Coefficient (R)
- Changing Correlations
- Coefficient of Determination (R-squared)
- Portfolio Standard Deviation
- Risk and Return Analysis—Beta and CAPM
- Beta Coefficient
- Weighted-Average Beta
- Required Return—CAPM
- Quantitative Analysis
- Selecting Individual Investments
- Building a Portfolio

Modern Portfolio Theory and Performance Evaluation of Equities

Modern Portfolio Theory

- Modern Portfolio Theory Terminology
- Markowitz Portfolio Theory
- Efficient Frontier
- Optimal Portfolio
- Capital Asset Pricing Model (CAPM)
- Arbitrage Pricing Theory
- Diversification
- Correlation
- Efficient Portfolios
- Risk Tolerance Measurement
- Asset Allocation Strategies

The Efficient Market Hypothesis

- What Is an Efficient Market?
- Alternative Forms of the Efficient Market Hypothesis
- Validity of the EMH Forms
- Stock Market Anomalies
- Technical Analysis
- Fundamental Analysis
- Active Versus Passive Management
- Arbitrage Pricing Theory
- Foreign Investing

Behavioral Finance, a Challenge to the EMH

- Loss Aversion
- Fear of Regret
- Overconfidence (or Optimism Bias)
- Representativeness
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- Rationalization or Confirmation Bias
- Cognitive Dissonance Bias
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- Money Illusion
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Equity Valuation

- Definitions
- Valuation Method Alternatives
- Dividend Growth Valuation Models
- Valuation Exercise—Merck & Co.
- P/E Ratio

Security Performance Evaluation

- Security and Portfolio Performance Evaluation
- Risk/Return
- Jensen Index (Alpha)
- Sharpe Index
- Treynor Index
- Information Ratio (IR)
- Determining the Market Rate
- Asset Class Benchmarks
- Risk-Adjusted Performance
- Historical Mutual Fund Comparisons

Debt and Fixed Income Features

Features of Fixed-Income Securities

- Overview of Bond Features
- Risks Associated With Investing in Bonds
- The Bond Market Structure
- The United States Debt Market
- Sources of Bond Information

Asset-Backed Securities

- Mechanics
- Minimum Investment
- Regulatory Concerns
- Cost and Taxation
- Benefits
- Risks
- Suitability

Structured Mortgage-Based Products

- Mechanics
- Cost and Suitability
- Collateralized Mortgage Obligations (CMOs)
- Credit Default Swaps (CDSs)
- Collateralized Debt Obligations (CDOs)
- Subprime Mortgages and the 2008 Economic Crisis
- Regulatory Concerns

Features of Preferred Stock

Yield Curves

- What is a yield curve?
- How to Construct a Yield Curve
- Term Structure of Interest Rates
- Using Yield Curves to Make Investment Decisions

Debt and Fixed-Income Valuation and Analysis

Valuation of Bonds

- Prices and Yields
- Bond Calculations
- Calculating the Price of a Zero-Coupon Bond

Duration

- Duration Computations
- Change in Bond Price Using Duration
- Convexity

Bond Volatility and Constructing Portfolios

- Risk and Volatility
- Immunization
- Bond Swaps

Convertible Bonds

- Conversion Value
- Bond Investment Value
- Investment Premium and Conversion Premium
- Forced Conversion
- Convertible Sample Calculations
- Convertible Preferred Stock
- Summary of Convertible Bond Relationships

Mutual Funds and Other Pooled Investments

Mutual Funds

- Mutual Funds: Types and Characteristics
- Mutual Fund Pricing
- Mutual Fund Taxation
- Types of Mutual Funds



- Closed-End Funds
- Money Market Mutual Funds

Unit Investment Trusts

- Characteristics
- Organization
- Types of Unit Investment Trusts

Other Pooled Investments

- Exchange-Traded Notes (ETNs)
- Guaranteed Investment Contracts (GICs)
- Stable Value Funds
- Business Development Companies (BDCs)
- Managed Accounts

Exchange-Traded, Leveraged, and Inverse Funds

- Exchange-Traded Funds (ETFs)
- Leveraged and Inverse Funds
- Regulatory Concerns
- Suitability

Selecting a Mutual Fund

- Investment Objective
- Investment Policies and Holdings
- Mutual Fund Investing: Potential Pitfalls
- Selecting Mutual Funds

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Tangible Assets

- Pros and Cons of Tangible Assets
- Gold
- Oil and Other Natural Resources

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- Types of Real Estate
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- Forms of Real Estate Ownership
- Types of Publicly Traded REITs
- Factors to Consider in Selecting REITs
- Income Property Valuation

Nontraded and Private REITs

- Nontraded REITs
- Private REITs

Derivatives and Structured Products

Options

- Derivatives
- Options Basics
- Option Alternatives
- Binominal Option Pricing
- Black-Scholes Option Pricing Model
- Low-Basis Concentrated Securities
- Warrants

Futures Contracts

- Futures Concepts
- Futures Terminology
- Hedging
- Taxation of Options and Futures
- Managed Futures

Hedge Funds

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- Hedge Fund Collapse Example

Private Equity

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- Leveraged Buyouts
- Mezzanine Debt
- Distressed Debt

Structured Products

- Principal-Protected Structured Products
- Market-Linked CDs
- Contingent Convertible Bonds (CoCos)

Investments and Taxation

Taxes and Investments

- Types of Taxes to Which Individuals Are Subject
- Basic Tax Formula
- Alternative Minimum Tax
- The Kiddie Tax
- General Tax Strategies in Investing

General Income Tax Principles

- The Progressive Federal Tax System
- The Marginal Tax Rate
- When Income Is Received for Tax Purposes
- Capital Gains and Losses

Taxation of Investment Products

- Stocks
- Fixed-Income Securities
- Tax-Exempt Securities
- Mutual Funds
- Life Insurance and Annuities
- Real Estate Limited Partnerships
- Medicare Contribution Tax
- Real Estate Investment Trusts
- Taxation of MLPs

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- The Fiduciary Duty
- Fiduciary Liability under ERISA Section 404(c)
- The Fiduciary Standard and CFP Professionals
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- Best Practices for Advisers

Investment Strategies and Retirement Cash Flow Considerations

Investment Strategies

- The Requirements of Strategy
- Buy-and-Hold: The Benchmark Strategy
- Timing Strategies
- The Contrarian Strategy
- Small Stock Investing
- The Small Firm Effect
- Active versus Passive Management
- The Enemies of Effective Strategy



The Time Value of Money

- Calculator
- The Future Value of \$1
- The Present Value of \$1
- The Future Value of an Annuity Due (FVAD)
- The Future Value of an Ordinary Annuity (FVOA)
- The Present Value of an Ordinary Annuity (PVOA)
- The Present Value of an Annuity Due (PVAD)
- Interest Rate per Compounding Period
- Number of Compounding Periods

Retirement Needs Analysis

- Normal Expenses and Potential Increases
- Inflation
- How Much Money Will Be Needed for Retirement?
- Monte Carlo and Beyond
- Sequence of Returns

“Safe” Withdrawal Rates

- William Bengen
- Jonathan Guyton
- Income Versus Cash Flow
- Reverse Mortgages

Client Suitability and Constructing Portfolios

Client Suitability

- Data Gathering
- Analyzing the Financial Statements
- Clients’ Needs, Constraints, and Unique Circumstances

Establishing Financial Goals

- Life Cycle Analysis
- Establishing Trust With the Client
- Analyzing Information
- Managing Client Expectations
- Making and Implementing Recommendations
- Monitoring Performance

Client Attitudes Toward Money and Investing

- Investor Types
- Investor Personalities
- Doing Business With Different Personality Types
- Behavioral Finance

Establishing an Investment Policy Statement (IPS)

- Investment Policy Statements (IPS)
- Other Attributes of a Sound Investment Policy Statement
- Constructing an IPS
- The Role of the Client When Developing an IPS
- Dealing With Change and Future Challenges
- Future Challenges for Advisers



Getting to Know Your High Net Worth Client

Who is the high net worth client?

- Wealthy Investors in the U.S.
- Worldwide Investors
- Satisfaction with Advisers
- Financial and Life Goals
- The Generations
- Digital Contact
- Automated Advice
- High Net Worth Men versus Women
- Social Impact (Charitable Giving)
- International Clients
- Types of High Net Worth Clients

Establishing Trust

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- Levels of Trust
- The Demographics of Trust
- Initial Judgment of Advisers
- What a Financial Planner Can Do to Build Trust
- Emotional Intelligence (EI)
- Family Complications
- Elder Abuse

Teamwork

- Working with a Team
- Working in a Team for a Financial Institution
- Coaching and Therapy
- Getting Technological Help

Meeting the Client's Goals

- Goals-Based Planning
- Wealth Allocation Framework
- Wealth Adviser Process: Steps 4, 5, and 6

Investment Risk, Return, and Performance

Risk

- Systematic (Nondiversifiable) Risk
- Unsystematic (Diversifiable) Risk
- Client Attitudes Toward Risk

The Risk/Return Relationship

- Measuring Risk
- Risk-Adjusted Returns

Managing Risk in Portfolios

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- Client Time Horizons and Portfolio Risk
- Practical Approaches to Creating Client Portfolios

Measuring Investment Performance

- Excess Return
- Risk-Adjusted Measures of Return
- Performance Benchmarks
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Advanced Investment Products and Strategies

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- Types of Businesses, Their Characteristics, Advantages, and Disadvantages

Retirement Plans

- Types of Plans

Property and Liability Risk Issues for High Net Worth Clients

- Client Profiles
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- International Risks

Personal, Security, and Professional Risks

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- Serving on a Board
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- Professional and Employer Risks

Life and Disability Insurance for the Wealthy Client

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- Finding and Using the Right Tools

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Income Tax Planning for High Net Worth Clients



Tax Planning Situations

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- A Note about State Income Taxes
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Executive Benefits Planning for High Net Worth Clients

Introduction to Nonqualified Plans

- Qualified Plans
- Nonqualified Deferred Compensation Plans
- Regulation of Nonqualified Deferred Compensation Plans: Section 409A

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- Unfunded Plans
- Informally Funded Plans
- Funded Plans

Types of Nonqualified Plans Used for Retirement Funding

- Elective (or “Pure”) Nonqualified Plans
- Non-Elective (or “Supplemental”) Nonqualified Plans

Nonqualified Deferred Compensation Plans and Taxation

- Deferral Agreement
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- Code Section 83
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Other Forms of Executive Compensation

- Stock Options and High Net Worth Individuals
- Incentive Stock Options (ISOs)
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- Tax Comparison: ISOs versus NSOs
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Federal Transfer Taxes

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Inter Vivos and Testamentary Transfers

- Inter Vivos Transfers
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Maximizing the Client Experience During the Retirement Planning Process

Retirement Planning Trends and Challenges

- Trends in Retirement Planning

Establish and Define the Client-Counselor Relationship

- The Retirement Planning Process
- The Role of the Retirement Counselor

Gather Client Data, Including Goals and Expectations

- Gathering Data
- Data Survey Form
- Assets, Liabilities, and Net Worth
- Cash Flow Statement
- Determining Goals

Processing and Analyzing Information to Determine Retirement Savings Need

- Income Needs
- Determining the Retirement Savings Need
- Save Early and Often
- Develop and Present Financial Planning Recommendations and/or Alternatives
- Making it the Client's Plan
- Presenting the Plan
- Implement the Financial Plan Recommendations
- Monitor the Financial Plan Recommendations

Principles and Strategies When Investing for Retirement

Investment Policy

- Attributes of Sound Investment Policy

Asset Classes, Characteristics and Performance

- Common Stocks
- Fixed-Income Securities
- Cash Equivalents
- Real Estate
- Returns of Major Asset Classes Over Time

Portfolio Management Principles

- Systematic and Unsystematic Risk
- Managing Risk Through Diversification
- Measuring Risk
- Risk-Adjusted Returns

Asset Allocation Principles

- The Importance of Time Horizons in Asset Allocation
- The Role of Risk Tolerance in Asset Allocation
- Asset Allocation Strategies

The Asset Allocation Process—A Practical Application

- The Four Steps of Asset Allocation
- Securities Selection and Market Timing
- Changing Allocations Over Time

Stock Investment Strategies

- Strategy and Investment Policy
- Buy-and-Hold: The Benchmark Strategy
- Timing Strategies
- Contrarian Strategy
- Value Investing
- Growth Stock Investing
- Small-Stock Investing

Bond Investment Strategies

- Bond Valuation
- Bond Price Volatility
- Ladder Strategy
- Barbell Strategy

Making the Most of Social Security Retirement Benefits

The Origin of Social Security

- Social Security Basics

Estimating Future Benefits

- Eligibility
- Calculation of Benefits Payment Amount
- Milestones to Know

When to Begin Retiree Benefits

- Framing the Decision
- Estimating Life Expectancy
- Other Considerations
- Social Security Spousal Benefits
- Does it Pay to Delay?
- Summary of the Claiming Decision

Benefits Available to a Covered Workers' Spouse, Survivors and Ex-Spouse

- Windfall Elimination Provision and Government Pension Offset Provision
- What if Your Client is Divorced?
- Does a Single Client Still Have Options?
- Oops, the Client Made a Mistake
- Survivor Benefits
- The Family Maximum

The Future of Social Security

- To Learn More
- Contacting the Social Security Administration

Bridging the Income Gap: Identifying Other Sources of Retirement Income

Traditional IRAs

- IRA Basics
- Taxes
- Statutory Requirements
- Deductible IRAs

Roth IRAs

- Roth IRA Basics
- When Does Establishing a Roth IRA Make Sense?
- Roth Conversions and Recharacterizations

Annuities

- Features of Annuities
- Distribution Options
- Taxation of Annuity Distributions
- Fees and Expenses
- Annuity Regulation
- Longevity Annuities

Mutual Funds

- What is a Mutual Fund?
- Convenience for Shareholders
- Types of Mutual Funds
- Exchange-Traded Funds (ETFs)
- Returns
- Mutual Funds and Retirement Planning



Life Insurance

- Term Life
- Permanent Life
- Insurance Versus Investment
- Settlement Options
- Life Insurance as a Retirement Planning Tool

Home Equity

Post-Retirement Employment

- Working Beyond Full Retirement Age

Navigating Health Care Options in Retirement

The Patient Protection and Affordable Care Act and Health Savings Accounts

- Purpose of Health Insurance
- The Patient Protection and Affordable Care Act
- Policy Types
- Policy Features and Benefits
- Health Savings Accounts

Planning for Incapacity

- Introduction
- Management of Property
- Personal and Medical Care Decision Making

Medicare

- Medicare Overview
- Medicare Part A
- Medicare Part B: Physician's Coverage
- Medicare Part D: Prescription Drug Coverage

Medigap

- Gaps in Health Care Coverage
- Medigaps
- Medigap Insurance Plans

Medicare Advantage Plans (Medicare Part C)

- The Balanced Budget Act of 1997
- Medicare Advantage (Part C)

Medicaid

Long-Term Care

- What is Long-Term Care?
- Long-Term Care Settings
- The Cost of Care
- Long-Term Care Insurance
- Common Riders
- Is LTCI Worth the Money?
- Alternative Funding for Long-Term Care

Making the Emotional and Financial Transition to Retirement

The Retirement Decision

- Can I afford it?
- Checklist of Pre-Retirement Items
- Emotional Preparedness

Early Retirement

- A Matter of Time
- Reduced Retirement Plan Benefits
- Social Security and Health Care Expenses for Early Retirees
- Forced Retirement
- Distributions and the Early Retiree
- Early Retirement Summary

Corporate Early Retirement Incentives

- Open Window Plans
- Is This a Good Deal? A Framework for Analyzing an Early Retirement Offer
- Severance Plans

- Rules and Limits

The Reality of Delayed Retirement

- Trend Toward Retiring Later
- Low Savings Rates
- The Future
- Late Retirement and Retirement Plan Distributions

Making the Transition to Retirement

- This is Not Our Parents' Retirement
- What Does Retirement Mean to Your Client?
- The Option of Phased Retirement
- Planning a "Second Act"
- When Will You Know it's Time?

Designing Optimal Retirement Income Streams

Preretirement Distributions

- In-Service Withdrawals
- Hardship Withdrawals
- Loans

Lump-Sum Options

- Take the Money—Pay the Taxes
- Defer Receipt Through a Rollover

Distributions and Taxation

- Taking Distributions Too Early
- Too Little or Too Late
- The Problem of Having Many Plans
- Roth IRA Distributions
- Employer Stock Distributions

Survivors and Beneficiaries

- Qualified Joint and Survivor Annuity (QJSA)
- Qualified Optional Survivor Annuity (QOSA)
- Required Minimum Distributions for Beneficiaries
- About Taxes
- QDROs

Variability in Retirement Planning Assumptions

- Monte Carlo Analysis

Creating Sustainable Income Streams

- Systematic Withdrawals and the 4% Rule
- Bucket Strategies
- Floor-and-Upside Strategies
- Reconsidering Asset Allocation: Creating a Smarter "Glidepath"
- Use of Annuities
- Importance of Tax-Efficient Distributions
- Putting It All Together

Achieving Tax and Estate Planning Objectives in Retirement

Taxation of Distributions from Taxable Accounts

- Mutual Funds
- Sale of a Mutual Fund: Capital Gains and Losses
- Taxation of Stock Dividend Distributions
- Taxation of Fixed-Income Securities

Distributions from Tax-Deferred Accounts

- Tax Treatment of IRA Distributions
- Too Early, or Too Late

Distributions from Tax-Exempt Accounts

- Roth IRA Distribution Rules

Taxation of Annuities

- Accumulation Phase
- Tax-Deferred Earnings
- Withdrawals
- Annuity Payments



Taxation of Home Sales, Social Security, Life Insurance, and Tax Diversification

- Section 121
- Partial Exclusion Resulting From Nonqualified Use
- Taxation of Social Security Benefits
- Life Insurance Proceeds
- The Importance of Tax Diversification

Introduction to Estate Planning

- What is an Estate?
- Caution: Beware of the Unauthorized Practice of Law

Transferring Property by Will and Will Substitutes

- Wills
- Probate
- Will Substitutes

The Federal Gift and Estate Tax

- Evolution of the Federal Transfer Tax System
- The Federal Unified Transfer Tax System
- Valuation
- Basis in Property
- The Federal Gift Tax
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Estate Planning Strategies for the Retiree

- What is a Trust?
- Estate Planning for Married Couples
- Planning for Minor Children

Fiduciary, Ethical, and Regulatory Issues for Advisers

History of U.S. Financial Regulation

- Introduction
- The Regulated Environment of Modern Investing
- Securities Industry Self-Regulation
- Doing Business in a Litigious Age

Forces Changing Financial Services

- Forces Changing the Securities Industry
- The Landmark RAND Study
- The Challenge of Language and Terminology
- Credentials Can Be Misleading

The Fiduciary Standard

- Three Different Standards
- Rules-Based and Principle-Based Approach
- Who is Currently a Fiduciary?
- Highlights of the New DOL Fiduciary Standard
- Disclosure Has Limited Benefits
- Impact of the DOL's New Rule—How Big is the Pie?
- The Fiduciary Duty
- The Duty to Disclose
- The Duty to Diagnose
- The Duty to Consult
- The Duty to Keep Current
- Attempting to Nullify Duties by Use of Written Statements

Formal Ethical Codes and the Investment Professional

- The Fiduciary Standard and CFP Professionals
- The CFP Board Code of Ethics and Professional Responsibility
- The Asset Management Process
- Best Practices for Advisers



Types & Characteristics of Retirement Plans

Retirement Plans: Overview

- Tax-Deferred Individual Plans
- Qualified Plans

Qualified Plans

- Characteristics
- Types of Qualified Plans

Rules & Provisions of Qualified Plans

- Eligibility
- Coverage and Nondiscrimination
- Compliance Testing
- Integration with Social Security

Nonqualified Plans

- Tax Features
- Types of Nonqualified Plans

Small-Employer Plans

- Simplified Employee Pensions
- SIMPLE Plans
- SARSEPs
- Keogh Plans

Plans for Nonprofit Organizations

- Section 403(b) Plans
- Section 457 Plans

Individual Retirement Accounts (IRAs)

Basic Features & Benefits

- Characteristics
- Taxes
- Penalties
- Statutory Requirements

Types of IRAs

- Deductible IRAs
- Nondeductible IRAs

Rollovers

- Advantages and Disadvantages of Rolling Qualified Plan Assets into an IRA
- Types of IRA Rollovers
- Qualifications
- Rolling Over a Regular IRA to a Roth IRA
- The 12-Month Rule

Distributions

- Taxation of Distributions to the Owner
- Minimum Distributions
- In Cases of Divorce
- Death of the IRA Owner
- Death Before RBD
- Death After RBD
- Substantially Equal Periodic Payments
- Miscellaneous Distribution Rules

SEP, SIMPLE & SARSEP Plans

The Simplified Employee Pension (SEP)

- Advantages
- Disadvantages
- Eligibility
- Contributions
- Tax Consequences
- Integration with Social Security
- Deadlines
- Vesting
- SEP Trustees and Custodians
- Distributions
- Managing and Moving Assets
- Comparison of SEPs, IRAs and Defined Contribution Plans

SIMPLE Plans

- Simple IRA
- Advantages
- Disadvantages
- Employer Eligibility
- Employee Eligibility
- Reporting
- Contributions
- Tax Consequences
- Deadlines
- Distributions
- Establishing a SIMPLE Plan
- The SIMPLE 401(k)

SEP Versus SIMPLE

- Maximizing Contributions
- The Burden of Funding
- Employer Flexibility
- Covered Employees

SARSEPs

- Eligibility

Defined Contribution Plans

An Overview of Defined Contribution Plans

Profit Sharing Plans

- Advantages
- Disadvantages
- Contributions
- Vesting
- In-Service Distributions
- Loans

Stock Bonus Plans

- Advantages
- Disadvantages
- Contributions
- Distribution Features

Employee Stock Ownership Plans

- Advantages
- Disadvantages
- Contributions

Money Purchase Plans

- Advantages
- Disadvantages
- Contributions
- Distributions

Target Benefit Plans

- Advantages
- Disadvantages
- Contributions
- Distributions



Age-Weighted Profit Sharing Plans

- Advantages
- Disadvantages
- Contributions

Cross-Tested Profit Sharing Plans

- Advantages and Disadvantages

Defined Contribution Plans Compared

- Similarities
- Differences

Introduction to ERISA and the Fiduciary Standard

Fundamentals of ERISA

- What Makes a Plan Qualified?
- Who Can Establish a Qualified Plan?
- Retirement Plan Service Providers
- How to Establish a Plan
- The Plan Approval Process
- Government Reporting
- Plan Administrator
- ERISA Bonding Requirement

The Fiduciary Standard and ERISA

- The Fiduciary Duty
- Fiduciary Liability under ERISA Section 404(c)
- Fiduciary Roles under ERISA

Advisers Working with Plan Participants

- ERISA Revisited
- Trust in Financial Services
- The Landmark RAND Study
- Original DOL Fiduciary Rule
- Three Different Standards
- Who is Currently a Fiduciary?
- Highlights of the New DOL Fiduciary Standard
- Impact of the DOL's New Rule—How Big is the Pie?
- Best Practices for Advisers

Employer-Funded Defined Contribution Plans

An Overview of Defined Contribution Plans

- Types of Defined Contribution Plans
- Employer Eligibility
- Employee Eligibility
- Employer Contributions
- Vesting
- Social Security Integration

Profit Sharing Plans

- Introduction
- Employer Eligibility
- Employer Contribution Formulas

Stock-Based Plans

- Stock Bonus Plan
- Employee Stock Ownership Plans (ESOPs)

Cross-Tested Profit Sharing Plans

- Age-Weighted Profit Sharing Plans
- New Comparability Profit Sharing Plans

Defined Contribution Plans Compared

- Similarities
- Differences

Participant-Directed Retirement Plans

401(k) Profit Sharing Plans

- "Not Currently Available" Requirement
- Eligibility
- Sources of Contributions
- Vesting of Contributions
- Nondiscrimination
- Distributions
- Permitted Disparity Not Applicable to 401(k) Elective or Matching Contributions
- Roth 401(k) Plans
- Safe Harbor Contribution Requirements

403(b) Plans

- Overview of Section 403(b) Plans
- Qualified Employers
- Eligible Employees
- ERISA Requirements for Certain 403(b) Plans
- Legal Requirements Unique to Certain 403(b) Plan Sponsors
- Roth 403(b) Plans

457(b) Plans

- Eligible Employers
- Eligible Employees
- Eligible Plan
- Contributions
- Distributions
- In-Service Distributions
- Loans
- 457 Governmental Plan Rollovers
- Transfers
- Trust Requirements for Section 457 Governmental Plans
- Constructive Receipt Requirements for Section 457 Nongovernmental Plans
- Roth 457(b) Plan
- 401(k), 403(b), and 457 Plans Compared

Retirement Plan Solutions for Small Business Owners

SIMPLE Plans

- Eligibility
- Contributions
- Tax Consequences
- Deadlines
- Distributions
- Establishing a SIMPLE Plan
- Reporting Requirements
- Advantages of SIMPLE IRAs
- Disadvantages of SIMPLE IRAs
- The SIMPLE 401(k) Plan
- SIMPLE 401(k) and Regular 401(k) Compared

The Simplified Employee Pension (SEP)

- Eligibility
- Establishing a SEP
- Contributions
- Pro Rata Contributions
- Distributions
- Advantages of SEPs
- Disadvantages of SEPs
- SARSEPs
- Plan Comparison

SEP vs. SIMPLE Plan Selection for Business Owners

- Maximizing Contributions
- The Burden of Funding
- Employer Flexibility
- Covered Employees
- Forms for Establishing Plans

Defined Benefit Plans for Small Business Owners

- Traditional Defined Benefit Plans
- Cash Balance Plans

Retirement Plan Selection, Design, and Implementation

Selecting the Appropriate Employer-Sponsored Plan

- Choosing to Implement an Employer-Sponsored Retirement Plan
- Plan Selection: The Decision-Making Process
- Summary of Plan Selection Process
- Making a Recommendation
- Retirement Plan Selection: A Case Study



Designing ERISA-Compliant Plans

- Employers Eligible to Establish a Plan
- Employee Eligibility Requirements
- Limitations on Benefits and Contributions
- Actuarial Assumptions (DB Plans)
- Investment of Employer Contributions
- Vesting
- Definition of Normal Retirement Age (NRA)
- Normal Form of Benefits
- Survivor Benefits Required for Pension Plans
- Prohibition of Assignment or Alienation of Plan Benefits

Approaches to Implementing Qualified Plans

- Preapproved Retirement Plans
- Individually Designed Plans
- The IRS Determination Letter
- Plan Document
- Adopting the Plan—Legal Steps
- ERISA Investment Management

Plan Amendments

- Amending Preapproved Plans
- Amending Individually Designed Plans
- Voluntary Correction Program (VCP)
- IRC Restrictions on Amendments

Administering ERISA-Compliant Plans

The Role of a Plan Administrator

- The Plan Administrator
- Reporting and Disclosure Responsibilities
- Plan Record Keeping and the Statute of Limitations
- Valuation of Plan Assets
- Monitoring Plan Expenses
- Fee Disclosure Responsibility
- Participant-Directed Investments

Complying with IRC Qualification Requirements

- Eligibility Requirements
- Vesting
- Minimum Coverage Rules
- Minimum Participation Requirement: 50/40 Test
- 401(k) Nondiscrimination Testing
- Top-Heavy Rules
- Minimum Funding Requirements

Avoiding Noncompliance Penalties

- Common Pitfalls: DC Plans
- Common Pitfalls: DB Plans
- Fixing Plan Mistakes

Plan Termination

- Permanency Requirement
- Full Termination
- Partial Termination
- Consequences of Plan Termination
- Frozen Plans
- Allocation of Assets Following Plan Termination
- Employer Reversions
- Merger, Consolidation, Spin-Off, or Transfer of Plan Assets or Liabilities

Working with Plan Participants

Designing Effective Participant Education Programs

- The Need for Retirement Education

Administering Preretirement Distributions

- In-Service Distributions
- Hardship Withdrawals
- Loans
- Taxation of Early Withdrawals (Pre-59½)

Administering Post-Retirement Distributions

- Lump Sum Distributions
- Cash Distributions
- Rollovers
- Annuity Income Options
- Required Minimum Distribution

Distributions Following the Participant's Death

- Survivor Annuity Rules for Qualified Plans
- RMD Following Owner's Death

Approaching Other Plan Participant Issues

- Creditor Claims
- QDROs
- The Problem of Unlocatable Participants
- Best Practices When Working with Plan Participants



The Foundations and History of SRI

An Introduction to SRI

- What is SRI?
- The Three Dimensions of SRI
- What is ESG?
- The Relationship to SRI
- ESG Screening Practices
- ESG and Relationships in Asset Management
- ESG Role in Asset Management Information Flow
- E, S, or G?
- Why Should You Care About SRI?
- How SRI Can Add Value to Your Work

The Origins of Investing for Impact

- Ancient Times
- 1700s
- 1800s
- John Wesley’s “The Use of Money” (1872)
- 1900s
- 2000s
- The Six UN Principles for Responsible Investment

Global Perspectives on SRI

- Global Perspective
- North America
- United States
- Canada
- Europe
- Asia-Pacific
- Australia and New Zealand
- Japan
- Asia (Excluding Japan)
- Emerging Markets
- Africa
- Latin America

Approaches to SRI

Introduction to SRI Approaches

- The Four Types of SRI Approaches
- Motivations of SRI Strategies
- Limitations

ESG Incorporation by Money Managers and Financial Institutions

- Background
- Themes, Strategies, and Motivations for Money Managers
- Environmental Issues
- Social Issues
- Corporate Governance
- Product-Related Investing Criteria
- ESG Incorporation Strategies
- Motivations for ESG Incorporation for Money Managers
- Frequency of ESG Incorporation
- ESG Incorporation by Types of Investment Vehicles
- ESG Incorporation Across Other Money Manager Strategies

ESG Incorporation by Institutional Investors

- Background
- Themes, Strategies, and Motivations for Institutional Investors
- Environmental Issues
- Social Issues
- Institutional Investor Strategies and Motivations for ESG Incorporation
- ESG Incorporation by Type of Institution
- Public Funds
- Corporations
- Educational Institutions
- ESG and The Insurance Industry
- Charities and Philanthropic Foundations
- Labor Funds
- Faith-Based Investors
- Healthcare and Hospitals
- Nonprofit and Other
- Family Offices

Best-in-Class (Positive)

- Best-in-Class Strategy
- Benefits of Best-in-Class
- Challenges of Best-in-Class
- Guidelines for Positive Screens
- Positive Approaches

Exclusionary (Negative)

- Negative Screens
- “Sin” Stocks
- Additional Divestment Sectors
- Exclusionary Strategies
- Religious Investing
- Ave Maria Mutual Funds
- Global Growth in Islamic Finance
- Dow Jones Dharma Indexes
- Lifestyle Negative Screens

ESG Integration

- The 16 Selected Money Managers for ESG Integration
- Basics of ESG Integration
- ESG Integration Techniques Used by the Largest Money Managers
- ESG Integration in Practice
- Level of Disclosure Regarding ESG Criteria
- The Breadth of ESG Integration Across Assets
- Recommendations for ESG Integration
- Best Practices for Money Manager ESG Integration

Thematic Investing

- Basics of Thematic Investing
- Themed Portfolios: The Sky is the Limit
- Benefits of Thematic Investing
- Developing a Themed Portfolio
- Consider the Trends
- Move From Trends to Themes
- Select the Themes
- Develop an Investment Thesis
- Build the Portfolio

Shareholder Advocacy, Community Investing, and Corporate Responsibility

Shareholder Advocacy

- From Avoidance to Engagement
- Shareholder Advocacy
- The Tools of Responsible Ownership
- Filing Shareholder Resolutions
- Proxy Voting
- Proxy Voting Gains New Scrutiny
- Meeting and Communicating With Company Executives
- Publishing Research Reports of Industry Analyses
- Conducting Letter Writing and Email Campaigns
- Participating in Dialogues
- Public Policy
- Dodd-Frank Financial CHOICE Act: A Threat to Shareholder Advocacy
- Decisions at the SEC
- Environmental Issues
- Fiduciary Duty
- The Task Force on Climate-Related Financial Disclosure
- Shareholder ESG Proposal Successes
- How Often Do Proposals Succeed?
- Environmental Successes
- Climate Change
- Sustainable Forestry Practices
- Hydraulic Fracturing
- Water Conservation
- Other Noteworthy Environmental Successes
- Social Successes
- Global Supply Chain and Factory Conditions
- Tomato Harvesters in Florida
- Indigenous Peoples’ Rights
- Freedom of Expression and Privacy
- Governance Successes
- “Say on Pay”
- Corporate Sustainability Reports
- Diversity
- Political Contributions and Lobbying



Community Investing

- The Growing Accessibility of Community Investing
- Community Investing Institutions
- Community Development Banks
- Community Development Credit Unions (CDCUs)
- Community Development Loan Funds (CDLFs)
- Community Development Venture Capital (CDVC)
- Other Forms of Community-Related Investment

Corporate Responsibility

- Long-Term Corporate Mindset
- Risk
- Case Study on Risk: British Petroleum (BP)
- Performance
- Case Study on Performance: Walmart (WMT)
- Reputation
- Case Study on Reputation: Abercrombie & Fitch (A&F)

Current Trends in Investor Advocacy and Public Engagement

- Institutions and Money managers Involved in Investor Advocacy
- Institutional Investors
- Money Managers
- Highlights From Recent Proxy Seasons
- Environmental and Social Issues
- Governance Issues

Portfolio Construction and Incorporating SRI into Financial Advising

SRI in Asset Management

- Introduction to the Asset Management Process
- Establishing Trust
- Step 1: Establishing Goals and Objectives
- Step 2: The Investment Policy Statement (IPS)
- Step 3: Asset Allocation
- Step 4: Monitoring Portfolio and Impact Performance

Establishing Goals and Objectives

- Discussing Sustainable Investing With Your Clients
- Gathering Data
- Sample ESG Client Questionnaire
- Assets, Liabilities, and Net Worth: The Statement of Financial Position
- Assets
- Liabilities
- Net Worth
- Income Statement (Statement of Cash Flows)
- Other Types of Data
- Employee Benefits
- Tax Situation
- Investment Experience, Holdings, and Outlook
- Retirement Planning Data
- Tips for Advisers with Plan Sponsor Clients
- Client-Owned Business Information
- Important Time Horizons
- Establishing Financial Goals
- Making Goals Specific
- Prioritizing Goals

ESG in the Equity Selection Process

- Establishing an Investment Universe
- Notable SRI Indexes
- Identifying Opportunities Within Industries
- ESG and Equity Research Methods
- Setting Sell Criteria
- Selecting Individual Securities

The Investment Policy Statement (IPS)

- The Relationship Between Client and Adviser
- The Investment Policy Statement (IPS)
- Attributes of a Sound Investment Policy Statement
- How Specific Should a Policy Be?
- Constructing an IPS
- Investment Policy Statement Template
- ESG Section of the Investment Policy Statement
- Sample: ESG Section of IPS
- The Role of the Client When Developing an IPS
- Dealing With Future Challenges
- Market Change and the Inner Investor
- Short-Term Volatility
- Future challenges for Advisers

SRI in Asset Allocation

- Asset Classes and SRI Investments
- Public Equities, Mutual Funds, and ETFs
- Fixed Income, Mutual Funds, and ETFs
- Cash
- Alternative Investments
- Community Investments
- Fossil Fuel, Divestment, and Reinvestment

Monitoring Portfolio and Impact Performance

- Monitoring Performance
- Measuring Progress in Terms of Client Expectations
- Monitoring Impact Performance
- Mindful Practices in Active Portfolio Management
- Divide Your Risk Capital
- Trade Active and High-Volume Stocks
- Keep Trading Plans Ready
- Don't Overtrade
- Trade Limited Stocks With Strict Stop-Losses
- Never Trade if Unclear
- Don't Expect Every Investment to Be a Winner
- Withdraw Portions of Profits
- Don't Follow Tips or Rumors
- When Change Is Prudent and Necessary
- The Changing Client
- Changing SRI Environment

Developing Your Sustainable Investing Practice

- Learn About Sustainable, Responsible, and Impact Investing
- Educate Your Firm
- What Services do Intermediaries Offer?
- Communicate Your Expertise in Sustainable Investing

ESG Performance, Risk, and Rating Metrics

Investment Risk Concepts

- Definitions of Return Measures
- Definitions of Risk Measures
- Types of Risk
- Standard Deviation (Total Risk)
- Systematic (Non-diversifiable) Risk
- Unsystematic (Diversifiable) Risk
- Diversification
- Differentiation of Investment Risks

Investment Return Models

- Security and Portfolio Performance Evaluation
- Risk/Return
- Capital Asset Pricing Model (CAPM)
- Jensen's Alpha
- Sharpe Ratio
- Treynor Ratio
- Information Ratio (IR)
- Determining the Market Rate
- Index Characteristic
- Benchmark Principles
- Performance Index
- Index Mutual Fund
- Weighted Indexes
- Dow Jones Industrial Average
- Value Line Index
- Asset Class Benchmarks
- Long-Term Market Statistics
- Risk-Adjusted Performance
- Computing a Risk-Adjusted Return
- Historical Mutual Fund Comparisons
- The Difference That Time Makes

ESG Scores and Financial Performance

How ESG Scores Are Derived

- Introduction to ESG Scores
- Environmental (E)
- Social (S)
- Governance (G)
- Current State of ESG Measurements
- Morningstar (based on *Sustainalytics*)
- Morgan Stanley Capital International (MSCI)
- Risk Measurements
- E Risks
- Sustainalytics Carbon Risk Rating
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- ESG Risk Matrixes
- Controversy and Headline Risks
- Sustainability Factors that Drive Market Value

ESG Reports, Ratings, and Methodology

- US SIF ESG Fund Ratings
- Bloomberg
- Corporate Knights
- Dow Jones Sustainability Indices (DJSI)
- Institutional Shareholder Services, Inc.
- MSCI
- RepRisk
- Sustainalytics
- Thomson Reuters
- Institutional Investors and ESG Investment Products

Avoiding the Pitfalls of ESG Score Analysis

- ESG Score Considerations
- Limitations of ESG Ratings

The Fiduciary Standard and Communicating the Value of SRI

Fundamentals of ERISA

- Retirement Plan Service Providers
- The Employer’s Responsibility for Hiring and Monitoring Service Providers
- How to Establish a Plan
- The Plan Approval Process
- Plan Administrator
- ERISA Bonding Requirement
- Adding SRI Investments to a 401(k) Plan

The Fiduciary Standard, ERISA, and SRI

- The Fiduciary Duty
- The Duty of Loyalty
- The Duty of Care
- The Prudent Investor Rule
- The Duty to Disclose
- Failure to Disclose Risks and Commissions
- The Duty to Diagnose
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- The Fiduciary Standard and CFP Professionals
- Fiduciary Liability Under ERISA Section 404(c)
- DOL Bulletins Related to ESG Criteria
- How Fiduciaries Can Protect Themselves from Liability
- Fiduciary Roles Under ERISA
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Advisers Working with Plan Participants

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- Client Relationship Form Proposal
- Best Interest Proposal
- Disclosure Has Limited benefits
- Impact of the Vacated DOL Rule—How Big is the Pie?
- Best Practices for Advisers
- Questions 401(k) and IRA Investors Should Ask Their Financial Adviser (provided by the Department of Labor)
- Incorporating SRI into Your Practice
- Withdrawal Considerations

Current and Future Opportunities

Trends in SRI

- US SIF Trends Report
- US Sustainable, Responsible, and Impact Investing Trends (2016)
- ESG Incorporation Highlights
- Money Managers and Investment Vehicles
- Institutional Investors
- Investor Advocacy Highlights
- Major SRI Drivers and Trends

Challenges and Sector Risks

- Misconceptions of ESG Performance and Risk

- ESG Rating Standardization
- Organizational Reporting
- Importance of Language
- *10 for 2018: ESG Risks* a study by Sustainalytics

Opportunities

- Millennial Investors
- Millennial Interest in SRI is Strong
- Consumer Preference Equals Investment Preference
- Sustainable 401(k) Plans to Attract Millennials
- Making a Difference with Investment Decisions
- Women Investors
- Women Board Leadership
- Politics
- SRI Options for Defined Contribution Plans
- ESG Opportunity Trends
- Management Quality in Emerging Markets
- Scenario Testing for Climate Change
- ESG in Fixed Income Investing
- Beyond Sustainability Disclosure
- Productivity in the Age of Artificial Intelligence (AI)

FINANCIAL PLANNING PROCESS & INSURANCE

Introduction to the Financial Planning Process

The Financial Planning Process

- The Steps of the Process
- Practice Standards

Personal Financial Statements

- Using Financial Statements in Business
- Financial Statements in Financial Planning
- Statement of Financial Position
- Cash Flow Statement

The Analysis

- The Emergency Fund
- Debt Management
- Sources of Income
- Savings and Spending Patterns
- Ratio Analysis
- Analyzing Sequential Financial Statements

Budgeting

- Characteristics of a Budget
- Basic Considerations

Debt Management

- Consumer Debt
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ESTATE PLANNING

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- Step 2: Gathering Client Data, Including Goals
- Step 3: Analyzing and Evaluating the Client's Financial Status
- Step 4: Developing and Presenting Financial Planning Recommendations and/or Alternatives
- Step 5: Implementing the Financial Planning Recommendations
- Step 6: Monitoring the Financial Plan Performance
- How the Financial Planner Gets Paid

Knowledge Required for Appropriate Analysis & Plan Creation

- Knowledge Required for Analysis and Development of Recommendations

Ethical & Regulatory Issues & the Financial Planning Professional

- Ethical Issues
- The Fiduciary Standard
- Too Many Titles Lead to Confusion
- Regulatory Issues
- A Promising Future

CASH MANAGEMENT & THE USE OF DEBT

Financial Statements

- Overview
- Statement of Financial Position (Balance Sheet)
- Cash Flow Statement

Financial Situation Analysis

- Financial Ratios

Credit and Debt

- Credit and Debt
- Types of Credit
- Mortgage Market Participants
- Buying versus Leasing
- Protecting the Credit User
- How much debt is acceptable?

Budgeting

THE TIME VALUE OF MONEY

Basic Calculator Functions and Terminology

- Getting Started
- Setting Up the Calculator
- Basic Steps for Working Problems

Calculator Keystrokes Relating to Time Value of Money

- Calculating Future Value
- Calculating Present Value
- Calculating Rates of Return
- Calculating Periodic Payments

The Importance of Rate Assumptions

- Deciding Which Rates to Use
- Overstating Rate Assumptions
- The Impact of Inflation Rates

INSURANCE BASICS & PROPERTY INSURANCE

Principles of Risk Management

- The Basic Need for Financial Security
- Types of Personal Risk
- Risk Management
- Principles of Insurance
- Insurance Distribution

Homeowners Insurance

- Section I Coverages
- Section II
- Specific Types of Coverage
- C.L.U.E. Personal Property Reports
- How much insurance is needed?

Automobile & Umbrella Liability Insurance

- Automobile Insurance
- Umbrella Liability Coverage

LIFE & HEALTH INSURANCE

Life Insurance

- Group Life Insurance
- Individual Life Insurance
- Types of Life Insurance and Pertinent Features
- Common Features and Provisions of Individually Owned Life Insurance
- How much life insurance is needed?

Health Care Plans

- Sources of Coverage
- Types of Medical Expense Insurance Contracts
- How much and what type of coverage is appropriate?

Disability Income Insurance

- Sources of Coverage
- Common Features of Disability Insurance
- How much and what type of coverage is appropriate?

Long-Term Care Insurance

- Sources of Coverage
- Common Features of Long-Term Care Individual Insurance Policies
- How much and what type of coverage is appropriate?

Annuities

- Definitions
- Immediate and Deferred Annuities
- Fixed Annuities
- Variable Annuities
- Annuity Variations
- Selection of an Annuity (and a Company)

INVESTMENT BASICS & STRATEGIES

Asset Classes

- Cash and Cash Equivalents
- Stocks
- Bonds
- Real Estate
- Other Investments

Types and Measurements of Risk

- Types of Investment Risk
- Measuring Stock & Bond Risks



Mutual Funds and ETFs

- Mutual Funds
- Exchange-Traded Funds (ETFs)

Investments and Financial Planning

- SWOT Analysis
- Using Historical Risk and Return Data

RETIREMENT PLANNING

Opportunities and Challenges Associated with Retirement Planning

- Reasons People Delay Saving for Retirement
- Retirement—A Time of Growing Significance
- Changing Demographics

Sources of Retirement Income

- Personal Savings and Investments
- Individual Retirement Accounts (IRAs)
- Roth IRA Basics
- Employer-Provided Retirement Plans
- Not-for-Profit Plans
- Small Business Plans
- Employer Stock
- Deferred Compensation
- Required Minimum Distribution (RMD)
- Vesting

Social Security

- Social Security
- Background of Social Security
- Social Security Basics
- Social Security Benefits
- Social Security Strategies
- Medicare

Financial Planning for Retirees

- Pitfalls to Retirement Savings and Retirement Funds

TAX IMPLICATIONS OF FINANCIAL DECISIONS

The Variety of Taxes Payable by an Individual

- Types of Taxes to Which Individuals Are Subject

The Federal Tax Calculation on Form 1040

- The Federal Forms Jungle
- Who Should File
- Filing Status
- Exemptions
- Determining Taxable Income
- Income
- Tax Computation
- Credits
- Additional Taxes
- Payments

Tax Consequences of Selling Property

- Basis
- Holding Period
- Class of Property
- Calculating Capital Gain or Loss
- Taxation of Annuities
- Nonperiodic Distribution (Lump-Sum)
- Taxation of Collectibles
- Nonrecognition Provisions

How Are Employee Benefits and Compensation Taxed?

- Group Term Life and Health Insurance
- Cafeteria Plans
- Flexible Spending Accounts
- Noncash Fringe Benefits
- Retirement Plans

Keeping the Proper Records

- Property Owned for Investment Purposes, Personal Use, or Business Use

ESTATE PLANNING

Estate Planning Terminology

- Step-up in Basis
- When to Review an Estate Plan

Estate Transfer Tools

- Wills
- Intestate Succession Statutes
- Will Substitutes
- Gifts

Estate Transfer Expenses

- Estate Taxes

Incapacity Planning

- Management of Property
- Personal and Medical Care Decision Making

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