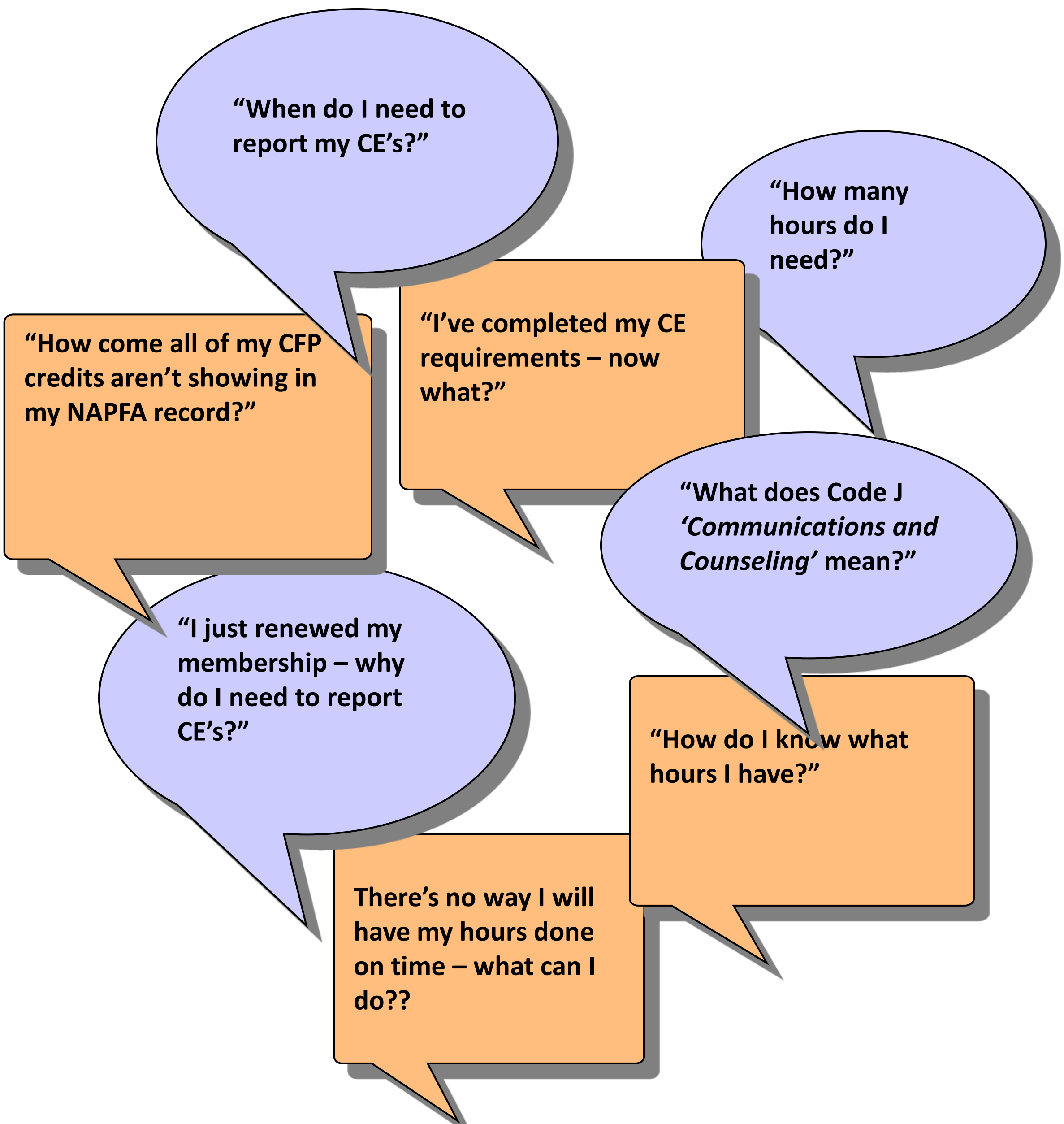
NAPFA CE Guide:
The ABC's of CEU's

Explanations to the most frequently asked questions regarding the NAPFA Continuing Education Process



"When do I need to report my CE's?"

Reporting Cycles

Everyone is on the same two year cycle which begins on January 1st of even years, and ends December 31st of the following odd year.

(i.e. 01/01/08 – 12/31/09)

Reporting Deadline – February 15th

You have 45 days after the end of the cycle to submit your NAPFA CE Summary Page to NAPFA. This can be done on line. The CE Summary page is found in the "MY ACCOUNT" section of the NAPFA Website. (Click on the continuing education link – check out all of the valuable pages listed on the far right hand side of your screen.

"How many hours do I need?"

Currently, NAPFA Registered Financial Advisors and Provisional Members are required to complete 60 hours of continuing education spread across a broad range of subjects.

32 CORE hours must include a minimum of five credit hours in each of our six CORE areas, and a minimum of 2 hours in Ethics.

The remaining 28 hours may be earned in either the seven ELECTIVE areas, or the CORE areas.

"How come all of my CFP credits aren't showing in my NAPFA record?"

Any credits you earn at NAPFA events, (conferences, study groups, cutting edge calls) are uploaded to your NAPFA record and to the CFP Board if applicable.

Any CFP credits that you earn from sources outside of NAPFA are not automatically downloaded to your record. You need to enter those individually. The CFP Board does not download credits into your NAPFA account.

"I just renewed my membership – why do I need to report CE's?"

Your membership renewal is not the same date as your CE renewal. Membership is yearly based on the date you joined. The CE period is the same for all members. If you join during the two year cycle, your credits are pro-rated.

Pro-rating for New Members

Requirements will apply on a pro rated basis for new members based on their start date as follows:

Cycle Year	Start Date	Pro rata
Year 1	Jan – June	100%
Year 1	July – Dec	75%
Year 2	Jan – June	50%
Year 2	July – Dec	25%

Your CE Summary Page makes it easy for you to see what credits you have vs. what credits you need, as long as you are recording your credits on line.

"How do I know what hours I have?"

"I've completed my CE requirements – now what?"

If your CE Summary page is complete – at the end of the two year cycle you can click on the Submit Attestation button at the bottom of your CE summary page. Alternatively, if you do not enter your credits on line, you can print a blank CE Form and hand write your hours completed, PRINT your name and sign – fax or email to hagenj@napfa.org. Fax: 847-483-5415.

There's no way I will have my hours done on time – what can I do??

If necessary, you may request a 90-day extension by submitting an Extension request Form prior to the February 15th deadline. This form can be found online in the Continuing Education area.

"What does Code J *'Communications and Counseling' mean?"*

Topics that fit in the *"Communications And Counseling"* area are those that deal more with your clients' emotional issues rather than "hard dollar" issues. NAPFA University offers a three hour session on this at some of our conferences. We have also had several speakers who have authored books in these areas – Olivia Mellan is just one of many whose material can be found on amazon.com.

Other than conferences, how can I earn CE credits for NAPFA?

You may include all activities that provide appropriate and valuable education within one of the core or elective areas. Some activities can be divided into several subject areas.

What You Read (articles, books, journals)

A rule of thumb is to take credit for 50% of the time actually spent reading. Articles typically qualify for one hour. Reading relevant books can qualify for several hours. Don't forget to include reading related to earning a professional designation.

What you Write (articles & books)

Show pride of authorship by taking credit for published technical material relating to any of the subject areas. You can take credit at the rate of double the time it would take the typical person to read the material.

What You Hear (seminars, meetings, recordings)

Typically, one hour of time listening qualifies for one hour of CE. While most NAPFA study group meetings qualify for credit, sales presentations do not. A college course can qualify for 15 hours credit per semester.

What You Present (teaching, giving a presentation)

Credit should be taken for the first presentation only at the rate of two credit hours for hour of class or presentation time. Marketing and non-technical presentations are not eligible for CE credit.