



ASPPA 2011/2012 Continuing Professional Education (CPE) Guidelines

Overview

As a professional society, ASPPA recognizes the importance of the continuing professional and educational development of its members. ASPPA has a mandatory program of Continuing Professional Education (CPE) that affects all ASPPA members who hold the following credentials:

■ QKA ■ QPA ■ CPC ■ QPFC ■ TGPC ■ APM

If you hold the FSPA or MSPA credential, or are an Enrolled Retirement Plan Agent (ERPA), and are in good standing with the IRS/JBEA with regard to meeting all required CPE requirements for your related credential, you are deemed to have satisfied all ASPPA CPE requirements.

ASPPA's CPE program is dedicated to helping you stay abreast of developments in the retirement plan arena. ASPPA's CPE requirements apply to all members who hold the credentials noted above, regardless of when the credentials were awarded.

The current CPE cycle began on January 1, 2011 and will end on December 31, 2012. In order to maintain your ASPPA credential(s), you must earn 40 CPE credits during this cycle (and in each future two-year cycle). Two of the 40 CPE credits must be on ethics/professionalism topics. Members who hold more than one ASPPA credential need only meet the 40 CPE credit requirement once per cycle.

In general, CPE is based on total minutes of continuing professional education (50 minutes equal one CPE credit). No single CPE event will qualify for more than 25 CPE credits (*i.e.*, there is a 25 CPE credit maximum per educational event). This limit ensures that each member obtains continuing professional education from at least two sources every cycle. No qualifying CPE event will be less than 50 minutes, and partial CPE credit is allowed for programs that exceed 50 minutes.

For the initial CPE cycle in which you earn your credential(s), the number of CPE credits required is prorated based on the credential or date of admittance within the two-year CPE cycle. The proration schedule is noted below:

- First six months of the cycle: 30 CPE credits required (2 CPE credits of ethics/professionalism)
- Second six months of the cycle: 20 CPE credits required (1 CPE credit of ethics/professionalism)
- Third six months of the cycle: 10 CPE credits required (1 CPE credit of ethics/professionalism)
- Fourth six months of the cycle: 0 CPE credits required (0 CPE credits of ethics/professionalism)

If you are a credentialed member who holds one or more of the credentials noted above and you do not earn sufficient CPE credits during any CPE cycle, ASPPA will suspend your credential(s) until you have completed sufficient CPE credits to apply for reinstatement as a credentialed member in the 24 months prior. For further information, please direct your questions to the ASPPA Customer Support department at customersupport@asppa.org or 1.800.308.6714.



Reporting and Submitting CPE Credits

Unless otherwise indicated, ASPPA will automatically post CPE credits earned to a member's record for any ASPPA-sponsored educational activity. Please allow 60 days for online reporting form to reflect earned CPE credits.

For all non-ASPPA CPE categories, an ASPPA member should self-report CPE credits in the online reporting form.

In order to view personalized CPE Online Reporting Form, log into the [ASPPA website](#) by entering your login ID and password at the top right of the home page. Then, click on the "Members Only" tab and select the "2011/2012 CPE Reporting Form" link.

Credentialed ASPPA members should submit CPE reporting form to ASPPA on or before December 31, 2012.

ASPPA CPE Guidelines Categories

- I. ASPPA-sponsored Activities**
- II. Non-ASPPA-sponsored Activities**
- III. Qualified In-house Training Programs**
- IV. Qualified Study Group Programs**
- V. Other Professional Activities**

CPE Acceptable Subject Matter Topics

All continuing professional education topics that promote an ASPPA member's professional development in the retirement field qualify for ASPPA CPE (including non-technical topics such as social networking, marketing and advanced IT training). Broad categories include topics such as:

- Qualified Plans
- Nonqualified Plans
- Tax-Exempt & Governmental Plans
- IRAs
- Actuarial Issues
- Investments & Insurance
- Participant Issues
- Business Management, Operations & Development
- Personal Development
- Technology



I. ASPPA-sponsored Activities

ASPPA Conferences (*NEW reporting requirements*)

Submit an attendance verification form on-site at the end of **each** ASPPA conference session attended to obtain CPE credits. This requirement includes conferences co-sponsored by ASPPA (*e.g.*, Western Benefits Conference) or its affiliates (*e.g.*, NTSAA).

ASPPA Web-based Education (*NEW webcast pricing*)

Register for an ASPPA webcast, webinar, podcast or webcourse and complete the required CPE verification process.

- Individually attended live and recorded webcasts: Connection time tracked automatically by ASPPA (login/logout).
- Classroom Setting live and recorded webcasts: Appropriate fees paid and attendee roster verified by program registrar and submitted to ASPPA office.
- Individually attended recorded webcourses: Pass the accompanying online assessment to earn CPE.
- Classroom Setting recorded webcourses: Appropriate fees paid and attendee roster verified by program registrar and submitted to ASPPA office.

ASPPA, Enrolled Actuary and ERPA-SEE Examinations

- Receive a score of 7, 8 or 9 on any PFC-1, PFC-2, DC-1, DC-2, DC-3, DB, CPC, TGPC-2 or A-4 examination, or a passing score on the ERPA-SEE, A-1 (EA-1), A-2 (EA-2A) or A-3 (EA-2B) examination not previously passed and receive 20 CPE credits per examination. ASPPA examinations, including those taken to earn the first credential, may be claimed for credits in the CPE cycle in which the score is issued. Self-study time for these examinations cannot be used for additional CPE credit.
- Receive a score of 5 or 6 on any PFC-1, PFC-2, DC-1, DC-2, DC-3, DB, CPC, TGPC-2, A-1 (EA-1), A-2 (EA-2A), A-3 (EA-2B) or A-4 examination not previously passed and receive 15 CPE credits per examination. Credits will be applied to the CPE cycle in which the score is issued. Self-study time for these examinations cannot be used for additional CPE credit.
- Successfully complete the Retirement Plan Fundamentals Course (RPF-1 and RPF-2 examinations) or receive a passing score on the TGPC-1 examination (7.5 CPE credits per examination). ASPPA examinations, including those taken to earn the first credential, may be claimed for credits in the CPE cycle in which the score is issued.
- Receive a passing score of 70% on any CPC topical educational module (20-question online examination) and receive 3 CPE credits.



Other ASPPA-sponsored Activities

- Attend a local ASPPA Benefits Council (ABC) meeting. Program outline and attendee roster verified and submitted to ASPPA office by designated ABC representative. Written attendance verification retained by ASPPA member for two years.
- Successfully pass *The ASPPA Journal* Continuing Professional Education Quiz (1-3 CPE credits).
- Attend a weekend Enrolled Actuary review course (up to 25 CPE credits).

For further information on CPE credits earned for ASPPA-sponsored activities, please contact the ASPPA Customer Support department at customersupport@asppa.org or 1.800.308.6714.

II. Non-ASPPA-sponsored Activities

For a non-ASPPA-sponsored activity to be considered for ASPPA CPE credits, the organization offering the activity must fall within the following definition of an acceptable sponsor for a non-ASPPA-sponsored activity:

- A nationally recognized professional society or other nonprofit association;
- A college or university;
- A commercial vendor; or
- A government agency.

There is no pre-approval process for non-ASPPA-sponsored activities. However, the attendee (ASPPA member) and the sponsor of the activity must comply with the guidelines and requirements.

Non-ASPPA Sponsor Requirements

1. Sponsor must verify attendance of attendee in live education delivery setting by taking attendance, having attendee complete sign-in/out sheet, or using attendee scan forms/badges.
2. Sponsor must verify attendance of attendee in recorded education delivery setting using *one* of the following methods:
 - Connection time tracked and verified by sponsor
 - Sponsor provides quiz after recorded activity. The quiz must be passed by attendee (*e.g.*, 70% correct on five-item quiz)
 - Sponsor integrates keywords into presentation that must be successfully entered by attendee
 - Sponsor integrates electronic verification attendance that attendee attest to at conclusion

Note: The use of recorded material, in lieu of a live speaker or instructor, is an acceptable program format provided the appropriate distribution license is secured from the vendor.

3. The subject matter covered at the program must fall within the definition of acceptable subject matter.
4. There is no requirement that the speaker or instructor be an ASPPA credentialed member.



Non-ASPPA Sponsor Requirements (Continued)

5. The computation of CPE credit is based on 50 minutes equals 1 CPE credit. A maximum of 25 CPE credits is allowed per activity.
6. A detailed outline of the program topic(s) must be provided to each ASPPA attendee.
7. Written attendance verification with ASPPA CPE amount (or minutes attended) must be provided to each ASPPA attendee.

Provided the appropriate criteria are met, the sponsor may make the statement that its activity “is designed to meet the CPE requirements of the ASPPA CPE program.”

For further information on CPE credits earned for non-ASPPA-sponsored activities, please contact the ASPPA Customer Support department at customersupport@asppa.org or 1.800.308.6714.

ASPPA Member Requirements for Non-ASPPA-sponsored activities

Written attendance verification must be retained by the ASPPA member for two years and self-reported on the CPE online reporting form under the appropriate Non-ASPPA-sponsored activity.

Non-ASPPA Conferences

Attend and self-report CPE amount on online reporting form under Non-ASPPA-sponsored activity. Retain attendance verification for conference session attendance for two years.

Non-ASPPA Web-based Education

Attend a non-ASPPA webcast, webinar, podcast or webcourse and complete the identified CPE verification process of the sponsoring provider. Self-report CPE amount on online reporting form under Non-ASPPA-sponsored activity. Retain attendance verification for web-based education attended for two years.

Non-ASPPA Examinations

Receive a passing score on a non-ASPPA examination that falls within the definition of acceptable subject matter and meets ASPPA Education and Examination Committee requirements. Self-report CPE amount (up to 15 CPE credits) on online reporting form under Non-ASPPA-sponsored activity. Member should retain examination results with CPE verification for two years.



III. Qualified In-house Training Programs

Qualified in-house training programs (*i.e.*, multiple employees and representatives of the same company participating in one or more training sessions) qualify for CPE credit. CPE credits are awarded based on the number of hours of training time devoted to acceptable subject matter topics (one CPE credit for each 50-minute period). A maximum of 25 CPE credits may be claimed for participation in any single in-house training program completed.

There is no pre-approval process for qualified in-house training programs. However, the attendee (ASPPA member) and the sponsor of the program (*e.g.*, the employer) must comply with the guidelines and requirements.

If In-house Training is utilizing an ASPPA educational offering, please follow CPE guidelines located in Section I: ASPPA-sponsored Activity.

Qualified In-house Training Program Sponsor Requirements

1. Sponsor must verify attendance of attendee in live education delivery setting by taking attendance, having attendee complete sign-in/out sheet, or using attendee scan forms/badges.
2. Sponsor must verify attendance of attendee in recorded education delivery setting using *one* of the following methods:
 - Connection time tracked and verified by sponsor
 - Sponsor provides quiz after recorded activity. The quiz must be passed by attendee (*e.g.* , 70% correct on a five-item quiz)
 - Sponsor integrates keywords into presentation that must be successfully entered by attendee
 - Sponsor integrates electronic verification attendance that attendee attest to at conclusion

Note: The use of recorded material in lieu of a live speaker or instructor, is an acceptable program format provided the appropriate distribution license is secured from the vendor.

3. The subject matter covered at the program must fall within the definition of acceptable subject matter.
4. There is no requirement that the speaker or instructor be an ASPPA credentialed member.
5. The computation of CPE credit is based on 50 minutes equals 1 CPE credit. A maximum of 25 CPE credits is allowed per activity.
6. A detailed outline of the program topic(s) must be provided to each ASPPA attendee.
7. Written attendance verification with ASPPA CPE amount (or minutes attended) must be provided to each ASPPA attendee.
8. The program registrar must verify attendance and submit roster along with outline of program and CPE earned to ASPPA office at asppacpe@asppa.org.

Provided the appropriate criteria are met, the sponsor may make the statement that its program “is designed to meet the CPE requirements of the ASPPA CPE program.” For further information on CPE credits earned for non-ASPPA-sponsored activities, please contact the ASPPA Customer Support department at customersupport@asppa.org or 1.800.308.6714.



ASPPA Member Requirements for Qualified In-house Training Programs

Written attendance verification must be retained by the ASPPA member for two years and self-reported on the CPE online reporting form under Qualified In-house Training Programs.

For further information on CPE credits earned for Qualified In-house Training Programs, please contact the ASPPA Customer Support department at customersupport@asppa.org or 1.800.308.6714.

IV. Qualified Study Group Programs

Qualified study groups (*i.e.*, attendees from multiple companies participating in local study groups that include one ASPPA credentialed member) qualify for CPE credit. CPE credits are awarded based on the number of hours of study group time devoted to acceptable subject matter topics (one CPE credit for each 50-minute period). A maximum of 25 CPE credits may be claimed for participation.

There is no pre-approval process for qualified study group programs. However, the attendee (ASPPA member) and the sponsor of the program (*e.g.*, the meeting host) must comply with the guidelines or requirements.

If Qualified Study Group is utilizing an ASPPA educational offering, please follow CPE guidelines located in Section I: ASPPA-sponsored Activity.

Qualified Study Group Sponsor Requirements

1. Sponsor must verify attendance of attendee in live education delivery setting by taking attendance, having attendee complete sign-in/out sheet, or using attendee scan forms/badges.
2. Sponsor must verify attendance of attendee in recorded education delivery setting using one of the following methods:
 - Connection time tracked and verified by sponsor
 - Sponsor provides quiz after recorded activity. The quiz must be passed by attendee (*e.g.*, 70% correct on a five-item quiz)
 - Sponsor integrates keywords into presentation that must be successfully entered by attendee
 - Sponsor integrates electronic verification attendance that attendee attest to at conclusion

Note: The use of recorded material in lieu of a live speaker or instructor, is an acceptable program format provided the appropriate distribution license is secured from the vendor.

3. The subject matter covered at the program must fall within the definition of acceptable subject matter.
4. There is no requirement that the speaker or instructor be an ASPPA credentialed member.
5. The computation of CPE credit is based on 50 minutes equals 1 CPE credit. A maximum of 25 CPE credits is allowed per activity.
6. A detailed outline of the program topic(s) must be provided to each ASPPA attendee.
7. Written attendance verification with ASPPA CPE amount (or minutes attended) must be provided to each ASPPA attendee.



Qualified Study Group Sponsor Requirements (continued)

8. The program registrar must verify attendance and submit roster along with outline of program and CPE earned, to ASPPA office at asppacpe@asppa.org

Provided the appropriate criteria are met, the sponsor may make the statement that its program “is designed to meet the CPE requirements of the ASPPA CPE program.”

For further information on CPE credits earned for non-ASPPA-sponsored activities, please contact the ASPPA Customer Support department at customersupport@asppa.org or 1.800.308.6714.

ASPPA Member Requirements for Qualified Study Group Meetings

Written attendance verification must be retained by the ASPPA member for two years and self-reported on the CPE online reporting form under Qualified Study Groups.

For further information on CPE credits earned for Qualified Study Group programs, please contact the ASPPA Customer Support department at customersupport@asppa.org or 1.800.308.6714.

V. Other Professional Activities

Other professional activities that qualify for CPE credit may include the following:

- a) **Serve as a speaker** at any professional meeting when subject matter covers technical pension, actuarial or consulting topics (4 CPE credits for each 50-minute speaking session; 1.5 CPE credits for panel time; maximum of 10 CPE credits per speaking engagement).
- b) **Publish an article** on a technical pension, actuarial or consulting topic (1 CPE credit for each 50-minute period of preparation time; maximum of 10 CPE credits for published document). Note: co-authors should prorate CPE credits.
- c) **Serve as an instructor** for any ASPPA education course, live or Web-based. Serve as an instructor for a course sponsored by a college or university or another professional organization, live or Web-based. 4 CPE credits for each 50-minute period of instruction will be granted, with a maximum of 25 CPE credits per course. Note: co-instructors should prorate CPE credits.
- d) **Participate on the ASPPA Education and Examination Committee.** Serve as a full-time member of ASPPA’s Education and Examination Committee, a subject matter expert (SME), examination writer, reviewer or pre-tester to ASPPA’s Education and Examination Committee (CPE credits to be awarded annually by the Education and Examination Committee Chair, Vice Chair, or Technical Education Consultant, up to a maximum of 25 CPE credits per year). Must submit completed **Education and Exam Committee Work Verification Form** with completed **Continuing Professional Education Program Reporting Form**.
- e) **Participate in any other professional activities** during the current CPE cycle that may qualify for CPE credit. Provide information as to the type of activity, date, topic and whatever additional detail is appropriate to substantiate suggested CPE credits.



ASPPA Member Requirements for Other Professional Activities:

1. Written verification of other professional activity must be submitted electronically by the ASPPA member to: asppacpe@asppa.org.
2. Written verification must be retained by the ASPPA member for two years and self-reported on the CPE online reporting form under the appropriate non-ASPPA sponsored activity.

For further information on CPE credits earned for other professional activities, please contact the ASPPA Customer Support department at customersupport@asppa.org or 1.800.308.6714.