

PFC-1: Plan Financial Consulting - 1 2012 Syllabus

Course Overview

The QPFC curriculum has been specifically developed for retirement plan professionals who want to specialize as financial consultants. To earn the credential, the candidate must successfully complete the PFC-1 and PFC-2 examinations.

The PFC-1 examination provides the framework for a candidate to achieve core competency on the administrative and consulting issues commonly encountered by financial consultants who service the retirement plans market.

PFC-1 focuses on the administrative and consulting issues commonly encountered by financial consultants who service the retirement plans market. All types of defined contribution and defined benefit plans are covered including nonqualified supplemental executive retirement plans (SERPs), cash balance plans, employee stock ownership plans (ESOPs) and the Roth 401(k). Additionally, plan design issues such as eligibility, vesting, nondiscrimination testing, plan documents, top-heavy and deductibility of contributions are discussed.

This course also examines the role played by the type of business sponsoring the plan, controlled group issues and the impact that leased employees, independent contractors and Professional Employer Organizations (PEOs) have on qualified plans. Finally, the course addresses the ethical responsibilities of the financial consultant.

The candidate will be awarded the Plan Financial Consulting Certificate upon successful completion of this open book exam. The exam is provided exclusively through on-line resources.

Required Reading

Simoneaux, Sarah. *Retirement Plan Consulting for Financial Professionals, 4th Edition*. Arlington, VA: ASPPA, 2012.

The *Retirement Plan Consulting for Financial Professionals, 4th Edition* is available in print format. A distributable PDF of the publication is also available for purchase (see Distributable Educational Materials section below for additional information).

Recommended Reading

Bloom, Lauren. *Elegant Ethical Solutions*. Elegant Solutions Consulting: Goodlettsville, TN.

Supplementary Study Materials

Practice Examination

An online practice examination that mimics the actual testing experience is available for purchase at www.asppa.org/practice-exams.

Educational Material Copyright

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Exam

The corresponding online exam will include 85 multiple choice questions. Upon completion of the PFC-1 exam, a candidate will receive an immediate score and feedback report. **A score of 73 or more out of 85 is a passing score.** Once registered for the PFC-1 examination, a candidate may access the examination from the "Access Exams and Quizzes" link (www.asppa.org/access-exams-and-quizzes) on the Education and Publication web pages on the ASPPA website. There are two versions of the examination. If a candidate fails one version of the PFC-1 exam he/she may register, pay and take the second version within the same year. **The exam is open book and must be completed by Midnight Eastern Time on December 13, 2012.** Upon successful completion of the PFC-1 examination, the Plan Financial Consulting Certificate will be immediately issued online to the candidate.

Additional Information

All candidates are encouraged to visit ASPPA's Candidate Corner (www.asppa.org/candidate-corner) for additional information regarding this exam. It is the candidate's responsibility to check the ASPPA Web site to obtain current information on examinations and publications. The Candidate Corner includes instructions for locating Prometric test centers to schedule examinations, exam windows and dates,

study tips, current information on regulatory limits and other helpful information. You may also contact ASPPA with questions at education@asppa.org.

Exam & Publication Errata and References

As needed, errata to required reading material and/or practice examinations will be posted on the ASPPA website at www.asppa.org/errata. It is the candidate's responsibility to check this page regularly for any updates prior to taking an examination.

Topic 1: Overview of Retirement Plans

Overview

Generally, retirement plans are divided into two major groups: qualified and nonqualified plans. Within the qualified category there are welfare benefit and pension benefit plans. This topic discusses the different plan types available and the differences between qualified and nonqualified plans.

Financial consultants should gain an understanding of nonqualified plans, as often there is a need to provide additional benefits to a select group of employees beyond what may be provided in a qualified plan.

Learning Objectives

The successful candidate will be able to:

- 1.01 Describe what qualified and nonqualified plans are and the reasons a company would want to adopt them.
- 1.02 Describe the concept of employee benefit plans and identify the primary differences between a welfare benefit plan and a pension benefit plan.
- 1.03 Identify the different types of nonqualified plans, including who they benefit, and how they are taxed.
- 1.04 Describe the different funding vehicles that may be used for nonqualified plans, and the tax implications of them.

Exam Weighting

This topic will comprise approximately 1 to 5 percent of the exam questions.

Required Reading

Chapter 1: Simoneaux, Sarah. *Retirement Plan Consulting for Financial Professionals, 4th Edition*. Arlington, VA: ASPPA, 2012.

Topic 2: Understanding the Employer: Types of Entities, Employees and Plans

Overview

A consultant must understand a client's business structure before recommending a plan to the client. This information will help the consultant determine which plans are available to the employer, and more specifically, which plans will best satisfy the client's goals. Additionally, consultants should be aware of the tax-favored plans that may be sponsored by tax-exempt and governmental entities, as these plans contain rules that are unique to these entities.

This topic will also cover the various types of individuals that the employer may employ including independent contractors, common law employees and leased employees. It is important to understand the differences among them as they each have specific rules that must be followed.

Learning Objectives

The successful candidate will be able to:

- 2.01 Identify compensation used by each entity type for qualified plan purposes.
- 2.02 Explain the differences between an independent contractor, a common law employee and a leased employee and describe their impact on qualified plans.
- 2.03 Explain when to use defined benefit or defined contribution plans relative to the employer's demographics, objectives and competitive concerns.
- 2.04 Determine the types of qualified plans available to specific employers (e.g., for profit, government and tax-exempt).
- 2.05 Explain the differences between and identify the distinguishing characteristics of 403(b) and 457 plans.

Exam Weighting

This topic will comprise approximately 4 to 8 percent of the exam questions.

Required Reading

Chapter 2: Simoneaux, Sarah. *Retirement Plan Consulting for Financial Professionals, 4th Edition*. Arlington, VA: ASPPA, 2012.

Topic 3: Understanding the Employer: Complex Employer Structures

Overview

A primary consideration in helping clients establish and maintain their retirement plans is for the consultant to have a clear understanding of who is considered the employer for qualified plan purposes. This is critical in determining which employees must be covered by the plan, as well as what compensation and contribution amounts must be taken into account in determining qualified plan limits.

This topic will cover how to determine when companies or individual owners have a controlling interest in one or more employers, and when that results in action that all employees must be considered for qualified plan limits, coverage and nondiscrimination tests.

Learning Objectives

The successful candidate will be able to:

- 3.01 Identify the potential affect on qualified plans maintained by a member of a controlled group or an affiliated service group (ASG).
- 3.02 Identify and distinguish between the different types of controlled groups and ASGs.
- 3.03 Identify the potential impact of the attribution rules under IRC §§1563 and 318.
- 3.04 Identify the differences between multiemployer and multiple employer plans.
- 3.05 Explain a professional employer organization (PEO) and the impact it has on qualified plans.

Exam Weighting

This topic will comprise approximately 4 to 8 percent of the exam questions.

Required Reading

Chapter 3: Simoneaux, Sarah. *Retirement Plan Consulting for Financial Professionals, 4th Edition*. Arlington, VA: ASPPA, 2012.

Topic 4: Defined Contribution Plans

Overview

This topic covers the different types and characteristics of defined contribution plans including ESOPs. Consultants should have an understanding of ESOP basics in order to help employers determine whether this plan type is a viable option for their respective businesses.

Learning Objectives

The successful candidate will be able to:

- 4.01 Differentiate between and identify the distinguishing characteristics of different types of defined contribution plans.
- 4.02 List the reasons an employer might want or not want to establish an ESOP or a leveraged ESOP.
- 4.03 Explain the IRC §1042 election and diversification rules that pertain to ESOPs.
- 4.04 Differentiate between and identify the distinguishing characteristics of SIMPLE IRAs and SEP-IRAs.
- 4.05 List the contribution limits of SIMPLE IRA's, SEP-IRAs and qualified plans.
- 4.06 Determine when a safe harbor 401(k), SIMPLE IRA or traditional 401(k) is an appropriate plan choice for an employer.

Exam Weighting

This topic will comprise approximately 4 to 8 percent of the exam questions.

Required Reading

Chapter 4: Simoneaux, Sarah. *Retirement Plan Consulting for Financial Professionals, 4th Edition*. Arlington, VA: ASPPA, 2012.

Topic 5: Defined Benefit Plans

Overview

This topic covers basic defined benefit concepts including maximum benefit limitations, concept of accrued benefit, a discussion of the various benefit formulas and forms of payment.

Also discussed are the different types of defined benefit plans and the characteristics of each. Additionally, funding requirements and the timing of making the contributions will be covered along with the rules regarding obtaining a funding waiver.

Learning Objectives

The successful candidate will be able to:

- 5.01 Describe the various types of benefit formulas and normal retirement ages used in traditional defined benefit plans.
- 5.02 Describe the maximum benefit limitations under IRC §415 and recognize when adjustments are needed for distributions.
- 5.03 Define the term accrued benefit, present value of accrued benefits and projected benefits.

- 5.04 Describe the minimum funding timing requirements.
- 5.05 Explain why it is important for the actuary to be consulted in the design of a defined benefit plan and describe the actuary's role in the preparation of the Form 5500.
- 5.06 Identify the forms of benefit payment in a defined benefit plan.

Exam Weighting

This topic will comprise approximately 4 to 8 percent of the exam questions.

Required Reading

Chapter 5: Simoneaux, Sarah. *Retirement Plan Consulting for Financial Professionals, 4th Edition*. Arlington, VA: ASPPA, 2012.

Topic 6: 401(k) Plan Design

Overview

The 401(k) plan continues to be a popular choice among employers. It is important to recognize the options available to employers and the applicable regulations. This topic describes the characteristics of the various types of 401(k) plans, including the Roth 401(k) plan. The special testing rules applicable to 401(k) plans lead into a discussion of how implementing a safe harbor 401(k) plan may avoid these tests.

Learning Objectives

The successful candidate will be able to:

- 6.01 Identify characteristics of 401(k) plans (traditional 401(k), Roth 401(k) and safe harbor 401(k)).
- 6.02 Identify the contribution and vesting requirements of a safe harbor 401(k) plan.
- 6.03 List the advantages and disadvantages of a safe harbor match vs. a safe harbor nonelective contribution.
- 6.04 State the timing requirements of a safe harbor notice.
- 6.05 Describe the rules for converting a traditional 401(k) plan to or from a safe harbor 401(k) plan.
- 6.06 Identify the requirements and advantages of using automatic enrollment including eligible automatic contribution arrangements (EACAs) and qualified automatic contribution arrangements (QACAs), in a 401(k) plan.

Exam Weighting

This topic will comprise approximately 4 to 8 percent of the exam questions.

Required Reading

Chapter 6: Simoneaux, Sarah. *Retirement Plan Consulting for Financial Professionals, 4th Edition*. Arlington, VA: ASPPA, 2012.

Topic 7: Hybrid Plan Designs

Overview

Hybrid plan designs are garnering a lot of attention from both employers and retirement plan professionals. This topic will cover the characteristics of these plan types and when an employer may be a good fit to utilize a hybrid plan design. Also, the employer deduction limits will be explained for an employer who sponsors both defined benefit and defined contribution plans.

Learning Objectives

The successful candidate will be able to:

- 7.01 List the advantages and disadvantages of a cash balance plan.
- 7.02 Identify the benefits of defined benefit/defined contribution combo plans.
- 7.03 Define the deduction limits when an employer sponsors both a defined benefit and a defined contribution plan.

Exam Weighting

This topic will comprise approximately 2 to 6 percent of the exam questions.

Required Reading

Chapter 7: Simoneaux, Sarah. *Retirement Plan Consulting for Financial Professionals, 4th Edition*. Arlington, VA: ASPPA, 2012.

Topic 8: Eligibility and Vesting

Overview

Qualified plans must satisfy the eligibility, participation and vesting regulations of ERISA and the IRC. There are certain communications provided to employees, depending on the type of plan and the plan provisions. This topic discusses the various types of provisions allowed and how they impact the administration of the plan.

Learning Objectives

The successful candidate will be able to:

- 8.01 Identify the statutory eligibility requirements for qualified plans.
- 8.02 Differentiate between an eligibility date and plan entry date.
- 8.03 Define a year of service for eligibility and vesting purposes.
- 8.04 List types of communication often provided to employees, including those automatically enrolled, when first eligible for the plan.
- 8.05 Define how vesting is calculated and determine the vesting schedules that apply to different contribution sources.
- 8.06 Explain the circumstances under which a participant would become 100% vested.

Exam Weighting

This topic will comprise approximately 4 to 8 percent of the exam questions.

Required Reading

Chapter 8: Simoneaux, Sarah. *Retirement Plan Consulting for Financial Professionals, 4th Edition*. Arlington, VA: ASPPA, 2012.

Topic 9: Asset and Benefit Rules

Overview

This topic outlines additional benefits that may be offered in a qualified plan, the restrictions on cutting back those benefits, and some general concepts of asset management in self-directed plans. Loans, hardships, withdrawals, distributions and investment in life insurance will be covered and whether and when these optional benefits may be curtailed. It is important for a consultant to help the employer understand the anti-cutback rules and identify protected versus ancillary benefits.

Learning Objectives

The successful candidate will be able to:

- 9.01 Describe the implications for including or excluding participant directed investments, loans and/or hardship withdrawals in a plan.
- 9.02 Explain the general requirements of participant loans including the written program, enforceable agreement, loan limits, repayment requirements and refinancing issues.
- 9.03 Explain the consequences of failing to repay a loan on schedule and permissible suspensions of loan repayments.
- 9.04 Describe the safe harbor hardship withdrawal provisions.
- 9.05 List the advantages and disadvantages of including life insurance in a plan.

9.06 Identify benefits that are protected by the anti-cutback rules.

Exam Weighting

This topic will comprise approximately 4 to 8 percent of the exam questions.

Required Reading

Chapter 9: Simoneaux, Sarah. *Retirement Plan Consulting for Financial Professionals*, 4th Edition. Arlington, VA: ASPPA, 2012.

Topic 10: Defined Contribution Plans: Contribution Allocations and Deductions

Overview

This topic will cover defined contribution plans and more specifically the various methods that an employer may use to allocate contributions to participants. It is a common thread throughout qualified plans rules, that contribution allocations must be nondiscriminatory. However, the plan sponsor has a wide range of options for allocation formulas that may be considered nondiscriminatory, especially if the employer is willing to perform certain demographic tests on the plan allocations to achieve favorable results for principal employees.

Those allocations must be limited by IRC §415. Allocations that are not vested at some point become forfeitures and must be used according to rules in the plan.

Additionally, the employer is subject to deduction limits for plan contributions. The deduction rules are covered along with the penalties for noncompliance.

Learning Objectives

The successful candidate will be able to:

- 10.01 Describe a design-based and a nondesign based safe harbor formula.
- 10.02 Differentiate between *pro rata*, permitted disparity, age-weighted and new comparability allocations.
- 10.03 Explain the formula for determining a participant's annual additions limit and the types of allocations counted as annual additions.
- 10.04 Explain the concept of forfeitures and describe ways forfeitures may be used.
- 10.05 Define the maximum deduction limits for all types of defined contribution plans.
- 10.06 Identify the contribution deduction deadlines applicable to different types of employer entities.

Exam Weighting

This topic will comprise approximately 4 to 8 percent of the exam questions.

Required Reading

Chapter 10: Simoneaux, Sarah. *Retirement Plan Consulting for Financial Professionals, 4th Edition*. Arlington, VA: ASPPA, 2012.

Topic 11: 401(k) Plans: Deferrals, Catch-Ups and Roth Accounts

Overview

In conducting employee meetings, participants often ask the financial consultant questions regarding how much may be contributed to a 401(k) plan. When a designated Roth contribution is offered as part of the plan, this often leads to additional questions regarding tax implications and Roth IRAs.

Learning Objectives

The successful candidate will be able to:

- 11.01 Identify differences in catch-up contributions (in 403(b), 401(k), and SIMPLE plans) and situations that will result in catch-up contributions.
- 11.02 Define excess deferrals and the correction methods.
- 11.03 Identify characteristics of designated Roth contributions.
- 11.04 Identify the differences between Roth IRA and Roth 401(k) accounts.

Exam Weighting

This topic will comprise approximately 1 to 5 percent of the exam questions.

Required Reading

Chapter 11: Simoneaux, Sarah. *Retirement Plan Consulting for Financial Professionals, 4th Edition*. Arlington, VA: ASPPA, 2012.

Topic 12: Highly Compensated and Key Employees

Overview

At the heart of retirement plan compliance is the identification of highly compensated employees (HCEs) and key employees. The plan administrator must properly identify these employees in order to properly perform nondiscrimination testing (HCEs) and top-heavy testing (key employees). This topic will cover how to define the two classifications, so they may be easily differentiated.

Also, this topic outlines the rules pertaining to top-heavy status and discusses the impact this has on the employer and plan administration.

Learning Objectives

The successful candidate will be able to:

- 12.01 Differentiate between highly compensated employees (HCEs) and key employees.
- 12.02 Describe the impact of being top-heavy on a plan.
- 12.03 Identify when a plan will be exempt from top-heavy testing.

Exam Weighting

This topic will comprise approximately 1 to 5 percent of the exam questions.

Required Reading

Chapter 12: Simoneaux, Sarah. *Retirement Plan Consulting for Financial Professionals, 4th Edition*. Arlington, VA: ASPPA, 2012.

Topic 13: Coverage Testing

Overview

All qualified plans must satisfy the IRC's coverage testing rules in order to satisfy the compliance requirements. This topic describes the application of these tests and the impact they have on plan administration. Financial professionals will want to have a general understanding of this topic as employers will often inquire about whether it is possible to include or exclude a specific group of employees from the plan.

Learning Objectives

The successful candidate will be able to:

- 13.01 Identify the impact that excluding certain employees has on coverage testing.
- 13.02 Describe the situations in which the ratio percentage test and average benefit test are deemed to be satisfied.
- 13.03 Identify the two tests (ratio percentage test or average benefit test) that may be used to demonstrate that a plan satisfies the minimum coverage requirements under IRC §410(b) and identify who is considered benefiting under the tests.

Exam Weighting

This topic will comprise approximately 2 to 6 percent of the exam questions.

Required Reading

Chapter 13: Simoneaux, Sarah. *Retirement Plan Consulting for Financial Professionals, 4th Edition*. Arlington, VA: ASPPA, 2012

Topic 14: 401(k) Nondiscrimination Testing (ADP/ACP)

Overview

Retirement plan professionals should understand the general concepts of the IRC §§ 401(k) and 401(m) nondiscrimination requirements. This topic will cover the types of contributions included in the testing and a brief introduction of how the tests are performed. Also, a discussion of methods for correcting failed tests is included.

Learning Objectives

The successful candidate will be able to:

- 14.01 Identify the types of contributions included in the ADP and/or ACP tests.
- 14.02 Identify the two primary methods and timeframes of correcting failed ADP and/or ACP tests.
- 14.03 Explain the differences in the ADP/ACP rules of traditional 401(k) plans and those that have automatic enrollment.
- 14.04 Describe actions that may improve ADP and/or ACP test results.

Exam Weighting

This topic will comprise approximately 1 to 5 percent of the exam questions.

Required Reading

Chapter 14: Simoneaux, Sarah. *Retirement Plan Consulting for Financial Professionals, 4th Edition*. Arlington, VA: ASPPA, 2012.

Topic 15: Plan Document Basics

Overview

All qualified plans must have a written document that contains required plan provisions. This topic explains the key documents that must be prepared, the different type of plan documents that may be used and what information must be included. As a financial professional, a participant may ask about information contained in the summary plan description (SPD). This topic will cover SPD requirements and the rules regarding who they must be distributed to and the applicable deadlines.

This topic will also cover the compliance programs and correction methods that are available to an employer to fix operational failures and plan document defects. It also covers the consequences of plan disqualification.

Learning Objectives

The successful candidate will be able to:

- 15.01 Identify the key documents that must be prepared when implementing a new plan.
- 15.02 State the differences in the types of documents which may be used for a qualified plan.
- 15.03 Identify what important provisions must be in a plan document.
- 15.04 Identify the deadlines for adopting a plan document or an amendment.
- 15.05 State the reasons for requesting an IRS determination letter.
- 15.06 Differentiate among the plan document, SPD and the SMM.
- 15.07 Describe the requirements of an SPD.
- 15.08 Describe the methods and compliance programs that allow employers to correct plan document and operational failures.
- 15.09 State potential consequences of plan disqualification.

Exam Weighting

This topic will comprise approximately 7 to 11 percent of the exam questions.

Required Reading

Chapter 15: Simoneaux, Sarah. *Retirement Plan Consulting for Financial Professionals, 4th Edition*. Arlington, VA: ASPPA, 2012.

Topic 16: Effects of Plan Changes

Overview

Financial professionals must be aware of basic plan issues involved when a merger or acquisition takes place between companies. This topic addresses the implication of merging plans or spinning one plan off from an existing plan. Finally, the factors involved in terminating a qualified plan are examined.

Learning Objectives

The successful candidate will be able to:

- 16.01 Describe the impact of a merger or acquisition of the plan sponsor on a qualified plan.
- 16.02 List the options and areas of concern that the plan sponsor will have regarding the disposition of the plans after a merger or acquisition of the plan sponsor.
- 16.03 Explain how and when benefits from a 401(k) plan may be distributed after a merger or acquisition of the plan sponsor.
- 16.04 Describe the impact of freezing accruals in a defined benefit pension plan.

- 16.05 Differentiate between a terminated and partially terminated plan.
- 16.06 List the steps taken to terminate a defined benefit or defined contribution plan and discuss what benefits must be protected.
- 16.07 Describe the PBGC's role in regards to plan closings.

Exam Weighting

This topic will comprise approximately 4 to 8 percent of the exam questions.

Required Reading

Chapter 16: Simoneaux, Sarah. *Retirement Plan Consulting for Financial Professionals, 4th Edition*. Arlington, VA: ASPPA, 2012.

Topic 17: Distributions and Taxation

Overview

Qualified plans afford favorable tax treatment to employers, participants and beneficiaries. The plan's financial consultant should be able to assist in explaining when and what type of benefits may be distributed or rolled over and the related tax implications must be addressed. Also, having an understanding of the rules for when participants must begin to receive required minimum distributions (RMDs) and how the calculation is performed is important to the financial consultant.

Learning Objectives

The successful candidate will be able to:

- 17.01 Identify distributable events including special restrictions on different contribution types and types of distributions available to those still employed by the plan sponsor.
- 17.02 Identify the types of plans that may permit in-service withdrawals.
- 17.03 Describe the taxation of distributions including premature distributions.
- 17.04 Describe a participant's taxation and distribution options when a designated Roth contribution account is included.
- 17.05 Describe the conditions necessary to allow rollovers.
- 17.06 Identify the circumstances in which involuntary distributions may occur.
- 17.07 State the RMD requirements and the penalty for not complying.
- 17.08 Determine the required beginning date for RMDs.
- 17.09 Describe a valid QDRO.
- 17.10 Identify the requirements of the QJSA rules.
- 17.11 Define a QPSA.
- 17.12 Explain the spousal consent rules for loans, hardships and distributions.
- 17.13 Describe how missing participants are handled.

Exam Weighting

This topic will comprise approximately 11 to 15 percent of the exam questions.

Required Reading

Chapter 17: Simoneaux, Sarah. *Retirement Plan Consulting for Financial Professionals, 4th Edition*. Arlington, VA: ASPPA, 2012.

Topic 18: Form 5500: A Plan's Annual Return

Overview

A financial consultant should be familiar with the Form 5500, its various schedules and the rules regarding the independent audit requirements. Additionally, he or she should understand the relationship between the Form 5500 and the summary annual report (SAR) that must be provided to participants.

Financial consultants should be sensitive to the specific deadlines for their large plan filers, as these employers often work with the independent auditor up to the filing deadline.

Learning Objectives

The successful candidate will be able to:

- 18.01 Identify the schedules of the Form 5500 and when they need to be filed.
- 18.02 List the requirements for a plan to file a Form 5500-SF.
- 18.03 List the conditions that must be satisfied for a small plan (under 100 participants) to avoid the independent audit requirement.
- 18.04 List the timing and regulatory requirements for plan asset valuation.
- 18.05 Describe the requirements of an SAR and when it needs to be provided to participants.

Exam Weighting

This topic will comprise approximately 3 to 7 percent of the exam questions.

Required Reading

Chapter 18: Simoneaux, Sarah. *Retirement Plan Consulting for Financial Professionals, 4th Edition*. Arlington, VA: ASPPA, 2012.

Topic 19: Ethics and Professionalism

Overview

A financial consultant has certain ethical duties owed to participants, the plan and the plan sponsor of a qualified plan. This topic explains the ASPPA Code of Professional Conduct and its impact on the professional.

Learning Objectives

The successful candidate will be able to:

19.01 Identify whether actions violate the ASPPA Code of Professional Conduct.

Exam Weighting

This topic will comprise approximately 3 to 7 percent of the exam questions.

Required Reading

Chapter 19: Simoneaux, Sarah. *Retirement Plan Consulting for Financial Professionals, 4th Edition*. Arlington, VA: ASPPA, 2012.

Recommended Reading

Bloom, Lauren. *Elegant Ethical Solutions*. Elegant Solutions Consulting: Goodlettsville, TN.