

## Continuing Education Renewal Instructions

### Maintaining Your SPARK Certification

Your SPARK ARPC and/or ARPS certification status is granted on a calendar year basis. Certification renewal is due at the end of each calendar year following the year in which the initial certification is earned. The one-year renewal period was established based on the high frequency of changes in the rules and regulations within the retirement industry.

The annual renewal requirement was developed to ensure that individuals holding the SPARK ARPC and/or ARPS designation remain up-to-date with current industry rules and regulations and continually expand their knowledge of industry issues and practices. By requiring a **minimum of 10 continuing education credits annually**, individuals who hold the ARPC and/or ARPS designation(s) are exposed to current information directly related to advanced topics in the retirement plan industry.

### Continuing Education Requirements

To renew, individuals must earn credit for at least 10 hours of continuing education credits as an attendee or a presenter each calendar year. Courses may be taken online or in person. Continuing education credits will be accepted for:

- ▶ Successful completion of a course, seminar, or workshop with a focus on advanced topics in the retirement plan industry. This includes a wide range of topics but does not include plan or investment sales skills. Examples of acceptable course topics include:

- Plan design, plan investment strategies and enrollment programs

Examples of courses that do not qualify:

- Sales skills

- ▶ Attendance at a national or regional industry conference or seminar directly related to retirement plans. Examples of organizations that host acceptable conferences and seminars include:

- SPARK, ASPPA, CFDD, NIPA, TRAU and fi360

- ▶ Participation in employer retirement plan educational sessions.

*Continuing education credits for employer sessions is limited to a maximum of 5 hours per year.*

### Supporting Documentation for Non-SPARK Credit Hours Approval

To ensure the integrity of your SPARK ARPC and/or ARPS certification(s), all renewal applications must be **submitted with proof of content and attendance/completion** for each continuing education program event. The SPARK Institute, Inc. reserves the right to request additional documentation of any continuing education credits claimed on the renewal form. Failure to adequately document continuing education credits may result in loss or suspension of the designation.

- ▶ Acceptable proof of content is a descriptive outline, agenda or summary.
- ▶ Acceptable proof of attendance is an attendance certificate or certificate of completion, a signed letter from the presenter or event sponsor, or a seminar outline or agenda with a supervisor's verification of attendance. Attendance verification must indicate the number of continuing education credit hours awarded.

### Annual Renewal Fee

**The annual renewal cost is \$150** (waived with registration for 10 hours of SPARK continuing education credits; \$100 with 5 hours of SPARK continuing education credits). The annual renewal fee is calculated and included in the renewal options below.

### Timing

Continuing education must be completed, and documentation submitted, no later than **December 31 of the renewal year**.

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### Continuing Education Options

You have (3) options for completing your 10 hours Continuing Education requirements. When logged into the Learning Management System (LMS), you can choose from one of the three “Renewal” options below from the Course “Catalog”:

1. 10 Hours of SPARK Continuing Education Credits (\$300.00) - *Complete a total of 10 CE Credit hours or more of SPARK / TRAU Online Courses through the Learning Management System.*
2. 5 Hours of SPARK Continuing Education Credits (\$250.00) - *Complete a total of 5 CE Credit hours or more of SPARK / TRAU Online Courses through the Learning Management System & complete and submit 5 Non-SPARK CE Credit Hours through the Learning Management System using the Non-SPARK Continuing Education Reporting Form.*
3. 10 Hours Non-SPARK Program Continuing Education Credits (\$150.00) - *Complete and submit 10 Non-SPARK CE Credit Hours through the Learning Management System using the Non-SPARK Continuing Education Reporting Form.*

### Technical Assistance

If you need any assistance accessing or navigating the Learning Management System (LMS), please email: [Education@SPARKInstitute.org](mailto:Education@SPARKInstitute.org)

### Payment Information

Payments will be made directly through the Learning Management System (LMS). If you have any questions or need assistance with making payment, please contact Elizabeth Youngs at: [elizabeth@trauniversity.com](mailto:elizabeth@trauniversity.com)