

TRAU Designation Continuing Education Policy & Guidelines

Purpose of This Document: To provide guidance on the renewal and certification policies that apply to the C(k)P® / iC(k)P™ Designation.

Certification Renewal Requirements Overview

The C(k)P® Standards Committee requires that after meeting the requirements of the program, passing the Designation Exam, and being authorized to use the C(k)P® / iC(k)P™ Designation(s), the designee must renew the Designation each calendar year in order to ensure the knowledge base of the C(k)P® / iC(k)P™ Designation holder, and to encourage the designee to learn in both a productive and efficient manner. C(k)P® / iC(k)P™ designees are required to remain current with Continuing Education (CE) requirements and all program fees.

Accepted Topics of Study for CE Hours

TRAU accepts work from the following areas and topics for Continuing Education: Retirement, Behavioral Finance, Investments, Ethics, Retirement Readiness, Improving Participant Outcomes, Longevity, Aging, Target Date Funds, Plan Design Features, Defined Benefit Plans or Defined Contribution Plans.

Continuing Education Requirements

Each C(k)P® / iC(k)P™ designee must obtain a minimum of 12 hours of continuing education each calendar year.

CE Hours Tracking

Cycle CE Hours must be obtained and submitted for review by self-reporting them and uploading supporting documentation, or by taking and passing course MB-210 in the TRAU Learning Management System, which is included as part of the Annual Renewal. Submitted CE Hours should be obtained in the calendar year they are being submitted for, are due by January 31st of the following calendar year.

Annual Invoicing / Fee Schedule

There is a single annual payment due from C(k)P® / iC(k)P™ Designees. After completion of all coursework and designation requirements, a designee will begin participating in all the benefits afforded every C(k)P® / iC(k)P™ Designee.

Upon earning the C(k)P® / iC(k)P™ Designation, the designee will be invoiced a single annual fee of \$480.00 which includes all Continuing Education, Profile access to the TRAU Registry, all CE Cross-reporting and recordkeeping, and Co-branding. C(k)P® / iC(k)P™ Designees also have access to the TRAU Lecturers. A prorated fee is due and payable on the 1st day of month following the authorization to use the C(k)P® / iC(k)P™ Designation(s). Designation Holders will be sent renewal notices in following years prior to the end of the calendar year, with the Designation Renewal Fee being due on the 1st of the calendar year.

Objectives

One of the objectives of the C(k)P® Designation is to make it simple for Plan Sponsors to identify, contact, and work with Retirement Plan Advisors who have made a strong commitment to the Retirement Plan Industry. [See your name and firm as listed on the TRAU Website.](#) We employ a plan sponsor outreach program, through our sister organization The Plan Sponsor University (TPSU), whereby we use C(k)P® designees to educate the plan sponsor community. These fiduciary educational programs are delivered both virtually and on the campuses of colleges and universities throughout the country.

Inquiries

All questions regarding Continuing Education for the C(k)P® / iC(k)P™ Designation can be sent to CE@TRAUniversity.com. Please refer any questions regarding your Annual Renewal Fee, or to make a payment to Accounting@TRAUniversity.com.

First Year Designees

CE Hours will be prorated one hour per month. A Designee earning the C(k)P® / iC(k)P™ Designation in the following months would only need to complete the corresponding hours for that year (January – 12 hours, February – 11 hours, March – 10 hours, April – 9 hours, May – 8 hours, June – 7 hours, July – 6 hours, August – 5 hours, September – 4 hours). If the Designation is earned during October, November, or December – then no hours are required for that year. Training taken to earn the C(k)P® Designation, prior to holding it, is not eligible to be submitted for CE.