



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® 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® Designation, the designee must renew the Designation each calendar year in order to ensure the knowledge base of the C(k)P® Designation holder and to encourage the designee to learn in both a productive and efficient manner. C(k)P® designees are required to remain current with Continuing Education (CE) requirements and all program fees.

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® designee must obtain a minimum of 12 hours of continuing education each calendar year.

The 12 hours of Continuing Education consists of:

- 6 hours of Self-Study;
- 6 hours of In-Person / Live Education (*see CE Policy Exception below*)

CE Policy Exception

The Retirement Advisor University still believes in the inherent benefits of Advisor Education in-person CE for those who hold the C(k)P Designation; however, the current lack of availability of in-person meetings across the country makes the 6 hour In-person CE requirement, per year, difficult for C(k)P Designation holders.

TRAU will continue to require a total of 12 hours of Continuing Education Credits, but has temporarily suspended the requirement around the type of CE credits required and will no longer mandate In-person Education.

CE Hours Tracking

Cycle CE Hours must be obtained and submitted for review by self-reporting them by uploading documentation and/or the TRAU Designation CE Reporting Form through the renewal course in the TRAU Learning Management System by December 31st of each calendar year.

Annual Invoicing / Fee Schedule

There is a single annual payment due from C(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 Designee.

Upon earning the C(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 for holding the C(k)P Designee Bio, all CE Cross-reporting and recordkeeping, and Co-branding. C(k)P Designees also have access to the TRAU Lecturers. Fee is due and payable on the 1st day of month following the authorization to use the C(k)P Designation and on the same month in consecutive years.

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 Designation can be sent to CE@TRAUniversity.com.

First Year Designees

CE Hours will be prorated one hour per month. A Designee earning the C(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.