







# PACE RECERTIFICATION

## FOR AMERICAN COLLEGE DESIGNATION HOLDERS

### *2008-2009 REPORTING PERIOD GUIDELINES*

#### **PACE (Professional Achievement in Continuing Education)**

During the past 80 years well over 150,000 financial services professionals have studied or earned designations with The American College. We are proud to count you in that group and appreciate your commitment to career-long, practical learning that benefits both you and your clients.

Because the regulations and market dynamics impacting our industry are constantly changing, The American College wants to ensure that the credentials you worked so hard to earn remain current, relevant and serve as an emblem of excellence and expertise with both your peers and your clients.

**PACE Recertification** is a requirement for CLUs and ChFCs who matriculated after June 30, 1989, and for all CLFs, RHUs, REBCs, CAPs and CASLs. It is also mandatory for anyone who elects to participate voluntarily by signing the PACE Consent Form.

#### **Recertification Fee:**

To meet the costs of appropriately providing and monitoring PACE certification and to continue building public recognition of these important designations, we have instituted a single biennial recertification fee of \$250 that will cover all of the designations a student earns from The American College. This fee, charged every two years, will help The American College maintain the high value of your designations throughout your professional career.

This recertification fee will be effective for all students who are awarded their first designation subject to PACE after February 1, 2007. The first payment for this fee will be due at the time those students submit their biennial PACE reporting form, and only designations subject to the PACE Recertification Program are impacted. Additional fees are not assessed for multiple designations. Individuals who go on to earn multiple designations from our institution will pay only a single \$250 fee every two years regardless of the number of American College designations they pursue. Designees whose first PACE-required credential from The American College was awarded by February 1, 2007 are not impacted by this fee. For individuals in this category who still wish to support this important work of The College as a nonprofit institution, we encourage you to participate in this program voluntarily and help us build stronger recognition for your designations and degrees.

*For example:* Ellen Smith earned a CLU on or prior to February 1, 2007. She then earns the CASL designation. The fee will not apply to Ellen, as she earned her first designation subject to PACE on or prior to February 1, 2007. But consider Mark Johnson. Mark earned his LUTCF (without a PACE requirement) on or prior to February 1, 2007, and then earns a CLU designation. The fee will apply to Mark, as he is earning his first PACE-required designation after the effective date of the new policy.

## **What is the CE requirement?**

You need 30 credit hours (15 credit hours for CAP and CASL) of educational activities in subject matter that is acceptable to PACE Recertification for the reporting period from January 1, 2008 to December 31, 2009, and for every two-year period thereafter. A total of 30 hours is required each reporting period, regardless of the number of designations earned, for all designations except the CAP and CASL designations which have a requirement of 15 hours. You must have independent verification for 30 (15) credit hours in the event that you are audited. Independent verification may consist of grade reports, attendance certificates, transcripts, or written confirmation of attendance from the sponsoring organization. Written confirmation should include your name, topics addressed, date and length of program and a signature of a sponsor representative.

## **When does the PACE requirement become effective?**

Your first reporting period begins in the reporting period that proceeds the reporting period in which your first American College designation is received. For example if you earned your first designation during the 2006 or 2007 calendar years your first reporting period would begin 1/1/2008.

## **How do I report my credit hours?**

As soon as you satisfy the CE requirement of 30 (15) CE credits you should sign the Statement of Compliance section of the 2008-09 PACE Recertification Status Form and return it to the college by 12/31/2009. The recertification fee if applicable is due at the time your form is submitted. Individuals may be requested to produce documentation to substantiate any activity claimed; therefore, you should retain documentation of CE credits claimed for two years after the current reporting period. The random audit is a verification procedure that helps support our simplified initial reporting process, and maintains the status and credibility of your designation.

**Note:** If you have earned 30 CE credits through The American College the college will automatically record your credits.

## **How do I earn CE credit?**

**A.** Complete a pre-approved self-study program that contains an examination or other procedure by which you demonstrate your mastery of the program to the program's sponsor (1 CE credit for each hour of approved credit). Programs pre-approved for continuing education credits by the CFP Board of Standards, State Insurance Commission, State Bar or State Board of Accountancy are acceptable to PACE Recertification. These programs may be offered by any of the following:

1. a nationally recognized professional society or other nonprofit professional association
2. a college or university
3. other continuing education providers

**B.** Pass an examination for

1. a course in an American College designation program or another recognized professional designation program (30 hours per course)
2. a FINRA license (30 hours per course)
3. the CFP license (30 hours)
4. a college or university course from which credit can be earned toward a degree (15 hours for each semester credit hour or its equivalent)

**Note:** You cannot claim credit both for passing an examination and attending or teaching a course for that examination.

**C.** Attend an educational program or meeting that has at least 1 credit hour (50 minutes of attendance equals one credit hour). These programs or meetings may be offered by any of the following groups:

1. a nationally recognized professional society or other nonprofit professional association, including its chapters
2. a college or university
3. your employer or any other organization that provides educational programs and meetings

**Note:** Any person who serves as a teacher, speaker, or moderator panelist for any of these programs earns one credit for each 50 minutes of participation in the activity. In order to claim this type of activity for PACE credit you must be able to provide the college with a written confirmation of attendance from the sponsoring organization in the event you are audited. Written confirmation should include PACE participants name, topics addressed, date and length of program and signature of a sponsor representative.

## **I earn CE to meet another CE programs requirements. Can I apply these credits to PACE?**

You can apply credits approved for State CE, CFP , CPE, CLE and Securities Professionals that are earned during the calendar years of 2008 and 2009 towards your PACE requirement. Credits earned prior to 1/1/2008 would not apply.

### **What subject matter is acceptable for CE credits?**

Life Insurance	Disability Income	Insurance Economics
Risk Management	Long-Term Care	Employee Benefit Planning
Taxation	Business Law	Pensions
Insurance Company Operations	Accumulation Planning	Group Insurance
Health Insurance	Medical Expense Insurance	Financial Institutions
Business Planning	Financial Planning	Accounting
Annuities	Business Ethics	Investments
Estate Planning	Retirement Planning	Underwriting
Regulation	Property and Liability	Insurance Senior Planning
Actuarial Science	Client Planning	Charitable Giving
Retirement Planning		

Also acceptable are topics relating to the management of areas covered by the subject matter of American College programs and the management of people who work in financial services.

### **What types of activities are unacceptable for CE credits?**

- Courses for state insurance licensing examination or examination (other than FINRA or CFP) for a state or federal license related to financial services
- Personal development courses, such as motivation, public speaking, or salesmanship
- Product presentations
- Any programs less than 50 minutes in length

### **May I carry over excess credit hours?**

No credit may be carried over from excess hours earned during a reporting period. For example, once 30 (15) hours are completed and reported any additional activities will not count toward credit for the following reporting period.

### **Who can be exempt from PACE?**

CLUs and ChFCs bound by PACE, CLFs, RHUs, REBCs, CAPs and CASLs who do not fall into **any** of the following categories:

- Licensed Insurance Agent/Broker/Consultant/Licensed Security Representative/Registered Investment Adviser/Registered Principal/Enrolled Agent
- Attorney, Accountant, Actuary, Employee Benefits Specialist
- Any individual involved in the implementation of insurance, employee benefits, senior planning, charitable giving advice, financial planning or estate planning to a client.
- Any person who provides support or supervision to individuals who are involved in the implementation of insurance, employee benefits, senior planning, charitable giving advice, financial planning or estate planning to a client.

To claim exemption from the PACE Recertification requirement for the 2008/09 reporting period an individual signs the Statement of Exemption on the Status Form. You must also provide your current job position. The recertification fee if applicable is due at the time your form is submitted. Exemptions can be granted for the current reporting period only. The College reserves the right to request documentation confirming an individual's exemption as part of our random audit procedure.

## **What happens if I become ill or disabled?**

Individuals for reason of hardship and disability may be granted a temporary exemption for a given reporting period. Each case must be presented in writing, after July 1, 2009 and will be reviewed by a committee of your peers. The determinations will be made on an individual basis.

## **Do I need to meet the PACE requirements forever?**

If you are 60 years of age or will be 60 by December 31, 2009, and have completed PACE Recertification requirements for at least two prior reporting periods, you may apply for the Emeritus Status by signing the Request for Emeritus Status of the PACE Status Form. With this Status you no longer need to report your continuing education activities.

## **Do I receive CE credit for my state CE licensing requirements by completing the PACE program?**

The following states have approved PACE compliance as also meeting their state CE licensing requirement:

Arkansas	Iowa	Mississippi	New Mexico	Utah
Delaware	Kentucky	Montana	North Dakota	West Virginia
Georgia	Louisiana	New Jersey	South Carolina	Wyoming

PACE compliance is not reported automatically. If your home state is one of the above and you need PACE compliance reported, notify the PACE Administrator in writing accompanied by documentation of the 30 CE hours for PACE. State reporting only applies to CLUs and ChFCs.

**Note:** This list is current as of the printing date of this form. States frequently re-evaluate what they will accept towards licensing requirements. Some states require filing fees. All fees must be paid at the time of the request. Checks can be made payable to The American College. Visit the Department of Insurance website for your state to obtain this information.

## **Will I receive any reminder notices?**

You will receive at least 3 postcard reminders beginning 6 months prior to the last day of the reporting period. It is important you notify the college of any address changes. The 2008-09 PACE Status Form and Guidelines are also available on our web: [TheAmericanCollege.edu](http://TheAmericanCollege.edu)

## **What happens if I fail to meet the CE requirements?**

The purpose of the CE program is to measure and recognize continuing education efforts of CLUs, ChFCs, CLFs, RHUs, REBCs, CAPs and CASLs. However, in some instances it may be necessary to suspend a designation for noncompliance. Such an action is not taken lightly. Therefore a series of steps, including peer review, has been developed to ensure a fair system of due process.

Extensions and exemptions may be granted at any step if there are extenuating circumstances. Only as a last resort, your name will be forwarded to The American College Certification Officer, who will initiate action with the Certification Committee that may result in the suspension of your designation(s).

Your suspension will end when you satisfy the CE requirements for the current reporting period. To reestablish compliance of your designation(s) you must provide the college with supporting documentation of CE completion.

## **Who do I contact for further information?**

Direct your questions to PACE Administration Office at:

The American College  
270 S. Bryn Mawr Avenue  
Bryn Mawr, PA 19010-2196

Or Call: 1-888-AMERCOLL [(888) 263-7265]

Or FAX: 610 526-1486