



LUTCFSM

**Life Underwriter Training
Council FellowSM
Policies & Procedures**



**College for
Financial Planning[®]**
EDUCATING THE NATION'S TOP FINANCIAL ADVISORS

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DESIGNATION REQUIREMENTS

The National Association of Insurance and Financial Advisors (NAIFA) is the sole owner of the Life Underwriter Training Council FellowSM and LUTCF[®] (LUTCF) trademarks (Marks). The College for Financial Planning (College) is the sole owner and provider of the LUTCF education program and serves as NAIFA's appointed agent by administering the Marks and the standards and requirements for obtaining and maintaining authorization to use the Marks. NAIFA and the College (through a sublicense agreement) co-confer authorization to individuals to use the LUTCF designation.

INITIAL REQUIREMENTS

In addition to the requirements outlined below, students enrolled in any of the College's programs or courses are bound by the College's Policies and Procedures outlined on the College's website.

The requirements for obtaining the LUTCF designation are as follows:

1) Education

Successful completion of the courses that comprise the College's LUTCF education program is required. The program content includes both theoretical and practical application of the material. As part of the education program, students must complete assignments and field work exercises intended to ensure individuals possess adequate communication skills, familiarity with prospecting, and the ability to gather and process data. The program is designed for 80-110 hours of self-study

See the College's Policies and Procedures for details on terms of enrollment.

2) Examination

Individuals must pass an online, end-of-course examination covering the content of each education course and designed to test the student's ability to synthesize complex concepts and apply theoretical concepts to real-life situations.

See the College's Policies and Procedures for details on testing and grading policy.

3) Designation Application

After the successful completion of the education program, individuals apply for authorization to use the LUTCF designation. This application requires the student to:

- a. acknowledge adherence to Standards of Professional Conduct;
- b. disclose any investigations, regulatory actions or legal proceedings relating to their professional or business conduct;
- c. acknowledge adherence to the Terms and Conditions governing the use of the designation;
- d. affirm successful completion of the assignments and field exercises as outlined in the education program course work; and
- e. be a member in good standing with NAIFA.

The College for Financial Planning or NAIFA reserve the right to verify the accuracy of the executed statements and may conduct random audits to ensure compliance with disclosure requirements.

Please refer to the section of this document entitled Code of Ethics for details on this requirement.

Students must complete the Designation Application within six months of completing the education program. Failure to complete this component within this time frame will result in termination of the individual's candidacy. If an individual wishes to apply for authorization to use the designation in the future, he or she will be required to pay a fee.

Authorization to Use the Designation

Students who successfully fulfill the designation requirements receive a certificate and authorization to use the LUTCF designation on correspondence and business cards in accordance with specified guidelines.

Authorization to use the designation is granted for an initial period of two years. Continued use of the designation requires the designee to renew prior to the end of the authorization period. Subsequent authorization periods are two years in length.

RENEWAL REQUIREMENTS

Following initial conferment of the LUTCF designation, authorization for continued use of the designation must be renewed every two years at the end of the authorization period. Subsequent authorization periods are two years in length.

Each designee applying for renewal is required to:

1. Complete a renewal application

An online renewal application must be completed prior to the expiration of a designee's authorization period in order to renew the designation. This form requires the designee to acknowledge adherence to the Standards of Professional Conduct and to disclose any investigations, regulatory actions or legal proceedings relating to their professional or business conduct. Additionally, designees must acknowledge adherence to the Terms and Conditions governing the use of the designation. The College reserves the right to verify the accuracy of the executed statements and may conduct random audits to ensure compliance with disclosure requirements.

2. Pay a renewal fee

As part of the renewal requirements, designees pay a nonrefundable renewal fee. A nonrefundable late fee is incurred if all renewal requirements are not completed, received, and accepted by the College by the renewal due date.

3. Report continuing education (CE)

A CE requirement is effective immediately upon initial conferment of the designation. As part of the online renewal process, designees execute an electronic attestation statement confirming appropriate CE credits have been earned during the two-year authorization period. A wide variety of program types is accepted for CE. Specific criteria can be found under Continuing Education Standards.

Method of Contact

The College for Financial Planning uses e-mail as its primary communication method. It is the responsibility of the designee to provide accurate contact information to the College for Financial Planning and to notify the College promptly when there is a change in this information.

Notification Timeline

Prior to the expiration of a designee's authorization period, an e-mail notice will be sent to the designee's e-mail address. A written notice will be sent to the designee's mailing address.

Individuals who do not comply with all renewal requirements by the renewal due date are assessed a nonrefundable late fee.

Relinquishment of Designation due to Noncompliance with Requirements

Individuals who have not complied with the renewal requirements within 60 days following the designation's expiration date are subject to receiving a Cease and Desist notice. This Notice advises individuals that, due to their failure to comply with the renewal requirements, they are deemed to have relinquished the right to use the designation and must cease all use of the designation. Continued use of the designation in such circumstances is unauthorized and deemed a violation of the Terms and Conditions.

Reinstatement after Relinquishment

Individuals may automatically reinstate their right to use the designation within six months following the expiration date by fulfilling all outstanding renewal requirements and paying all outstanding fees. Individuals who do not reinstate within six months following the expiration date of the designation are ineligible for automatic reinstatement and are instead required to pay all outstanding renewal fees in addition to a reinstatement fee and provide proof of compliance with CE.

Voluntary Relinquishment

Individuals who are currently authorized to use the LUTCF designation and whose professional conduct is not under review by the College or NAIFA may choose to voluntarily relinquish their authorization to use the designation. Individuals must notify the College in writing. Please note that renewal fees paid to the College are nonrefundable.

CODE OF ETHICS

The Code of Ethics requires compliance with the following three components:

- 1) adherence to the Standards of Professional Conduct;
- 2) self-disclosure of regulatory investigations, actions or violations; and
- 3) adherence to the Terms and Conditions.

Standards of Professional Conduct

Individuals authorized to use the LUTCF designation are required to adhere to the following five tenets of professional conduct.

1. Integrity
Provide professional services with integrity, honor, fairness, and dignity and maintain client trust and confidence.
2. Objectivity
Maintain objectivity and impartiality with respect to services rendered and advice given.
3. Competency
Maintain an adequate level of knowledge and skill and effectively apply that knowledge while recognizing its limitations.
4. Confidentiality
Keep client information confidential, disclosing only when authorized or compelled by law.
5. Professionalism
Comply with all laws and regulations as required and applicable, refraining from actions that bring dishonor to you or your profession.

Self-Disclosure

Prior to initial authorization to use the LUTCF designation, and upon each subsequent renewal, you must disclose whether you have ever been involved in any criminal, civil, self-regulatory organization, or governmental agency inquiry, investigation, or proceeding. All disclosures are forwarded to NAIFA for resolution.

Please be aware that if you disclose matters on your initial application, or if the College or NAIFA discover matters that are required to be disclosed, your authorization to use the designation may be delayed pending NAIFA's review of the matter(s). NAIFA may elect to delay its decision on matters that are pending.

The College or NAIFA may verify your employment record, qualifications, and disciplinary history through applicable industry depositories and databases. All disciplinary information obtained will be reviewed by NAIFA or its appointed agent.

The following criteria are used when reviewing an individual's self-disclosure(s) and will result in denial, revocation, or suspension of use of the LUTCF designation:

- Felony conviction for theft, embezzlement, tax or insurance fraud, or other financial, insurance or tax-related crimes.

- Revocation or suspension, for reasons other than administrative, of a financial, insurance, or tax professional license or registration including, but not limited to, registered securities representative, broker/dealer, insurance, accountant, investment advisor, or financial advisor.
- Revocation or suspension, for reasons other than administrative, of an attorney license.
- Felony conviction for any violent crime.
- Two or more personal or business bankruptcies.

All other transgressions will be reviewed on a case-by-case basis.

Terms and Conditions

The College and NAIFA co-confer authorization to use the LUTCF designation to individuals who meet the initial and ongoing designation requirements. The use of the designation is further contingent upon compliance with the Terms and Conditions. Individuals agree to this statement upon initial conferment of a designation and upon each subsequent renewal of that designation. A copy of the Terms and Conditions is found on our website.

DISCIPLINARY PROCESS

The College, in its capacity as administrator of the LUTCF designation, reserves the right to monitor for compliance any individual using the designation. Any alleged violations discovered will be forwarded to NAIFA for resolution. Complaints against a designee will be forwarded to NAIFA for resolution.

CONTINUING EDUCATION STANDARDS

CE Hour Requirements

Designees are required to complete three (3) continuing education credits (hours) in the subject area of Ethics within the two-year authorization period.

Earning CE Hours

CE hours must be earned during the current authorization period, which is a two-year period. CE hours earned in excess of the requirement may not be applied to subsequent authorization periods. CE hours earned for any one program may not be split between two authorization periods.

Program Requirements

The College for Financial Planning does NOT maintain a list of pre-approved CE sponsors and their courses. It is the designee's responsibility to obtain CE from credible sources whose programs:

- are of an acceptable program type as outlined below;
- address the topic of ethics;
- contribute to increasing the professional competency;
- are developed and conducted by persons qualified in the subject matter and familiar with generally accepted standards for course design;
- provide documentation by the sponsor to the attendee; and
- are at least 50 minutes in length.

Acceptable Program Types

- Live presentations (conferences, workshops, courses, seminars, live webcasts)
- Virtual (teleconferences)
- Self-Study with end-of-course assessment tool (printed material, periodicals, audio/video CDs, electronic media, online)
- Coursework for obtaining certain professional licenses or designations

Subject Topics Accepted for CE Credit

Continuing education credits must cover the subject of ethics.

Credit for Live Presentations

Programs are accepted for CE credit in ½ credit increments. One CE credit hour equates to a minimum of 50 minutes of classroom presentation. For example, a 75-minute program equals 1.5 credits. Real-time courses offered over the Internet, i.e., live webcasts, are accepted for CE credit as outlined in this paragraph.

Courses offered by regionally-accredited colleges and universities (including community colleges) are accepted for the following credit provided they cover the subject of ethics:

- semester credit = 15 CE hours (3 semester credits = 45 CE hours)
- quarter credit = 10 CE hours (3 quarter credits = 30 CE hours)

Both credit and non-credit courses will be accepted. For non-credit courses, each 50-minute class session may be counted as one CE hour.

Credit for Virtual Programs

Credit for teleconferences is determined by the time spent participating in the teleconference. See Credit for Live Presentations for details.

Credit for Non-Credit or Self-Study Programs

Self-study programs are defined as courses completed outside of a classroom environment using printed material, periodicals, audio and/or video recordings, electronic, or online media. **Satisfactory completion must include a written or online examination, which shall be graded by the sponsor, with a passing score of 70% or higher.**

Self-study programs must meet the Program Requirements described above and require the designee's registration with the program sponsor.

Credit for self-study programs is determined as recommended by the program sponsor. The following methods are acceptable for sponsor use in determining self-study credit: average completion time, pilot study, credit assigned by other licensing or credentialing organizations through a formal course registration process, one credit for every 10 exam questions.

Credit for Coursework for Obtaining Professional Licenses and Designations

Credit is accepted for coursework taken to obtain professional designations and licenses within the current authorization period provided the content of the coursework covers the subject of ethics. Please refer to Credit for Self-Study Programs or Credit for Live Presentations to determine the amount of credit for your particular designation or license coursework.

Licenses or designations that do not require coursework cannot be counted for CE credit.

Reporting and Recordkeeping

Reporting CE Hours

At the end of the two-year authorization period, designees must attest that the requisite amount of CE has been completed. The College reserves the right to verify the accuracy of the executed statement.

Documentation

Each designee must retain documentation of CE hours for two years after the end of the authorization period. Documentation confirming attendance should not be sent to the College unless specifically requested. The College or NAIFA may request these documents at any time up to two years following the end of an authorization period.

Documentation may be a grade report or transcript for activities involving an examination. For other programs, a written confirmation of attendance (i.e., Certificate of Attendance, Certificate of Completion, etc.) from the sponsoring organization is acceptable and should include: the designee's name, name of program, name of CE sponsor, date of program, location, number of CE credits, and signature of sponsor representative. In addition, an agenda showing the topics addressed and the time allotted for each topic should be retained.

Failure to Comply

Each designee is responsible for demonstrating full compliance with the CE requirement. The College or NAIFA may at any time request documentation in support of any statement executed by the designee.

Unsupported, misstated, or fraudulent reporting of CE credits is a violation of the Terms and Conditions. Such reporting is cause for action by NAIFA and may be grounds for disciplinary action.

Failure to fulfill and attest to the completion of the required CE hours by the end of the authorization period will result in non-renewal of the designation, precluding any use of the designation.

DISCLAIMERS

Grievances

The College for Financial Planning applies its policies and procedures to all students and designees consistently and uniformly. Administrative exceptions are granted when deemed appropriate for extenuating circumstances that can be supported with documentation. The College's Grievance Resolution Committee reviews appeals from individuals when circumstances exist that either fall outside the criteria used to grant administrative exceptions or when there is evidence that the policies and procedures have not been applied to the individual as stated. The decision of the Grievance Resolution Committee is final.

Disclaimer

The College for Financial Planning and the National Association of Insurance and Financial Advisors reserve the right to amend or expand the requirements to obtain or maintain authorization to use the LUTCF designation without notice. Designees are responsible for staying up-to-date and meeting the current standards.



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