

## ACP PROVISIONAL MEMBERSHIP REQUIREMENTS

**Membership** – An individual is eligible to become a member if he/she agrees to be bound by the ACP Canon of Ethics, Pledge to Clients, Intellectual Property Policy, and the ACP Policy on Trailing Commissions and meets all of the educational and training requirements detailed below. Because ACP as an organization is committed to the practice of holistic fee-only financial planning, all ACP members must offer consultation in all areas of comprehensive financial planning to their clients. This requirement does not imply that every client receive comprehensive financial planning services, but only that such services are made available by the member to his or her clients. ACP members must meet and abide by the following qualifications in order to maintain eligibility and good standing within the organization: Voting is available for new members in the process of completing the requirements listed below. Provisional members may not be elected or appointed to the board. Provisional members may not be listed in the “Find an Advisor” section of ACPCONnect.

### An individual is eligible to become a provisional member if he/she agrees to:

1. Abide by the ACP Canon of Ethics.
2. Adhere to the ACP Pledge to Clients.
3. Comply with all provisions of the ACP Intellectual Property Policy.
4. Comply with all provisions of the ACP Policy on Trailing Commissions.
5. Complete the ACP Success Program within one year from the date he/she signed this form, which includes the following:
  - a. Self-Study Modules and Quizzes - read all of the modules in the self-study materials and pass all of the quizzes associated with each chapter.
  - b. Virtual Classrooms - attend the live or watch recordings of Virtual Classrooms that reinforce the material learned in the self-study materials.
  - c. Group Instruction
    - i. Prior to Group Instruction, complete the self-study modules and pass the quizzes that will be covered at Group Instruction - The Preliminary Appointment, The Presentation Appointment, Integrating Taxes, The Portfolio Analysis Appointment, The Investment Strategy and Implementation Appointment, and The Goals Visualization Appointment. In addition, read two other chapters of their choosing from the self-study materials and pass the associated quizzes.
    - ii. Attend or watch recordings of the above listed Virtual Classrooms.
    - iii. Attend the entire face-to-face, Group Instruction.
  - d. Case Study - Achieve a passing score on the case study required to be completed at the end of Group Instruction (as of this writing, called the Bennett Case Study).
6. Maintain CFP or CPA/PFS designation or educational equivalent as determined by ACP.
7. Within one year from the date this form is signed, register as RIA or RIA Agent with SEC or appropriate state regulatory agencies.
8. Disclose to clients and on Form ADV all referral fees paid to third parties.
9. Make timely payment of all ACP dues and/or other fees.
10. Within two years of signing this form, attend at least one ACP conference.
11. With three years of signing this form, complete requirements for the professional designation CFP or CPA/PFS.

### Provisional Member Status for Additional Members in Firm

Additional Members in Firm must comply with the same requirements as a full ACP member.

They are considered Provisional Members until they complete one of the following two requirements:

1. Complete the formal ACP Success Program which includes reading the ACP Success Program modules, attending virtual classrooms, submitting all quizzes to ACP and attending Group Instruction.
2. Under the supervision and mentoring of a full ACP Member in your firm, read all modules of the ACP Success Program and submit all related quizzes to ACP. Attending or listening to all the virtual classrooms is highly recommended and encouraged.

Provisional members can vote in ACP elections, however may not be elected or appointed to the board. Additionally, provisional members will not be listed in “Find an Advisor” until they have completed either one (1) or two (2) above.

If you do not meet any of the above requirements or feel that any portion of your renewal requires additional clarification, please send an explanation to [kevin@acplanners.org](mailto:kevin@acplanners.org), fax to 910.523.5504, or mail to Alliance of Comprehensive Planners, 2601 Iron Gate Drive, Suite 101, Wilmington, NC 28412.

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