



» Compliance Confidence

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## **NRS Education** Guide to Continuing Education for the Investment Adviser Certified Compliance Professional® (IACCP®)

### **Continuing Education Requirement Defined**

To maintain certification, an Investment Adviser Certified Compliance Professional is required to complete twelve (12) professional continuing education credits each year. Two (2) of the twelve credits must be earned by attending an approved ethics program(s). All credits can be earned by attending qualified educational programs offered through NRS or other industry educational providers.

One credit hour equals fifty (50) minutes of instruction.\* Credits cannot be granted for education less than one credit hour in length. Credits in excess of 60 minutes can be calculated in ½ hour increments.

\*When calculating the total number of minutes of instruction for which you are requesting continuing education credit, do not include breaks, meals, business meetings, or opening and closing remarks.

### **Purpose of the Continuing Education Requirement**

The purpose of the IACCP Continuing Education Requirement is to ensure that IACCP designees:

- Maintain and enhance professional competence
- Maintain IACCP certification
- Review ethics and professional standards of conduct
- Remain current with regulatory changes and trends
- Refresh investment adviser compliance knowledge
- Increase the level and depth of investment adviser knowledge

### **Continuing Education Reporting Period**

The continuing education requirement is effective immediately upon initial designation as an IACCP. The initial reporting period ends one year after designation notification. Thereafter, to maintain certification, each successive reporting period is one year.

Credits must be earned during the current reporting period. Any credits in excess of the requirement may **not** be applied to subsequent reporting periods. Credits earned for any one program may not be split between two reporting periods. Extensions of time to file continuing education reporting forms are not granted.

## Qualified Activities for Continuing Education Credit

1) IACCP designees should submit only educational programs for IACCP continuing education credits that:

- address investment advisory compliance, compliance professional development or professional ethics educational content;
- have an outline prepared by the program sponsor;
- contribute to increasing the professional competency of participants;
- are developed and conducted by persons qualified in the subject matter;
- are current and accurate in program content;
- provide documentation of attendance to the participant;
- are at least 50 minutes in length; and
- are sponsored by educational providers with a history of developing events designed to offer continuing education credits.

A representative list of qualified activities includes:

- SEC CCO outreach programs
- NRS conferences, seminars and courses that include investment advisory compliance content
- Industry educational programs that fulfill the criteria for qualified activities
- Graduate school courses that fulfill the criteria for qualified activities
- Certain professional licenses and designation examinations (NOTE: CE hours are granted for the licensing/designation exam, not for the preparatory or review courses.)

This list is not all inclusive.

Qualified activities can be delivered in person or online and must be instructor-led. The criterion for fulfilling the instructor-led requirement is based on the ability to ask and receive answers to questions in real time. Self-study programs can be submitted for 25% of total continuing education credit hour requirement.

### 2) Teaching/Speaking Activities

IACCP designees can earn continuing education credit for teaching at approved investment adviser-related courses and speaking at approved industry courses, seminars and conferences.

Credits are earned according to the following formula:

Course minutes of instruction \* 2

## How to Document and Report Continuing Education Activity

IACCP designees have primary responsibility for reporting continuing education activities by the reporting period deadline.

To submit your qualified continuing education for **NRS Education sponsored activities**, please:

- Complete the electronic survey at the end of a webinar; or
- Complete the paper or electronic survey at the end of an onsite event.

To submit your qualified continuing education for **non-NRS Education sponsored activities**, please:

- Log into your IACCP Resource Center portal via <https://secure.nrs-inc.com/ccp-rc/login.asp> ;
- Under “Continuing Education Submissions,” go to “Click here to enter a new CE activity;”

### Continuing Education Submissions

\* Click [here](#) to enter a new CE activity.

- Complete the electronic Continuing Education Activity Form;

Continuing Education Activity FormX

  

Title of Educational Activity:

Number of continuing education minutes requested\*:  Date of Educational Activity:

I am requesting attendee credits.  
 I am requesting speaking credits.

Educational Activity Sponsor:

Educational Activity Sponsor contact information:

Name:  Phone:

Email:

**Required attachments:**

- 1) Promotional material, program brochure or course description with sponsor and date of activity
- 2) Material description and/or table of contents
- 3) Schedule and/or agenda with beginning and ending time of activity
- 4) Names and credentials of instructors
- 5) Documentation of attendance

In the space provided below, describe how this activity is related to compliance under the Investment Advisers Act of 1940 and/or professional ethics. (Attach separate sheet, if necessary.)

\* One IACCP credit hour equals fifty(50) minutes.

File AttachmentsAttach File

File Name	Description	File Dates
<div style="display: flex; justify-content: center; gap: 10px;"><span>Save</span> <span>Submit</span> <span>Delete</span> <span>Cancel</span></div>		

- Click “Attach File” to upload the required documentation to the activity form; and
- Click “save” to save your activity entry for later, or “submit” to send your activity to NRS Education for review.

After the activity has been reviewed, NRS will send you an email to notify you if the activity was approved, denied, or returned. Log in to your Resource Center portal and click “view” under Continuing Education Submissions to view the status of your activities.

Submit for each activity within 60 days of the activity.

## **Failure to Meet the IACCP Continuing Education Requirement Penalties for Non-Compliance**

The IACCP® Continuing Education (CE) requirement is a condition of retaining the right to use the IACCP® designation.

If you have not met the CE requirement by the last day of your renewal period, your right to use the IACCP® marks will be suspended. For example, if your expiration date is December 31, 2016 and your CE requirement is not fulfilled by midnight December 31, 2016, your right to use the IACCP® would be suspended as of January 1, 2017.

You can eliminate this deficiency and re-gain the right to use the designation by reporting the deficient hours within 90 days of your expiration date. For example, you would need to attend qualified events and submit all missing requirements by midnight March 30, 2017.

### **Re-instatement**

If the deficiency is not remedied within 90 days of your expiration date, individuals may apply for re-instatement within one (1) year of the suspension by fulfilling the following two requirements:

- 1) Take and pass the then-current IACCP Examination; **and**
- 2) Submit acceptable documentation of outstanding CE activities (including the deficient and current periods) to NRS Education.

You may not use the designation unless and until you have been notified by NRS Education that your right to use the designation has been re-instated.

There is no “inactive” status. The renewal requirements must be met in order to keep the designation.

### **Waivers**

Requests for waiver of the CE requirement due to extenuating circumstances (*e.g.*, military service) will be reviewed on a case-by-case basis. Written requests must be sent with appropriate documentation to NRS Education at the address listed on page 1.