

CHARTERED INVESTMENT COUNSELOR APPLICATION

Investment Adviser Association

CHARTERED INVESTMENT COUNSELOR Application

INSTRUCTIONS

Applications for the Chartered Investment Counselor (CIC) designation will be reviewed and considered by the Investment Adviser Association (IAA) as of March 1 and September 1 during each calendar year. Applications received after March 1 will be held over for consideration until after September 1 of the current calendar year, and applications received after September 1 will be held over for consideration until after March 1 of the following calendar year. The IAA's decision on the acceptability of any application shall be final and binding. Once received, this application becomes the property of the IAA.

Prior to completing the application, candidates must read and be familiar with:

- The IAA's *Standards of Practice*
- The IAA brochure entitled "Chartered Investment Counselor Program Brochure" describing the program requirements. **PLEASE REVIEW THE BROCHURE CAREFULLY PRIOR TO COMPLETING THE APPLICATION.**

Please note that Sections I and II of the brochure require applicants to demonstrate: (a) a minimum of 5 cumulative years in an eligible occupational position; (b) at least one year employment by an IAA member firm in an eligible occupational position; and (c) that more than 50% of the applicant's time has been spent in a position in a combination of both investment counseling and portfolio management activities.

The following are examples of applications that do NOT meet the charter requirements:

EXAMPLE 1:

Has more than 5 years cumulative experience in eligible occupational position

Investment Counseling: 25%

Portfolio Management: 25%

(In this example, the applicant has failed to meet the more than 50% requirement)

EXAMPLE 2:

Has more than 5 years cumulative experience in eligible occupational position

Investment Counseling: 0%

Portfolio Management: 65%

(In this example, the applicant has failed to meet the requirement that a combination of both investment counseling and portfolio management be demonstrated)

EXAMPLE 3:

Has less than 5 cumulative years of work experience in one or more eligible occupational positions

Investment Counseling: 45%

Portfolio Management: 35%

(In this example, the applicant has failed to meet the 5 years minimum experience requirement)

EXAMPLE 4:

Has been employed by an IAA member firm in an eligible occupational position for less than one year

Investment Counseling: 40%

Portfolio Management: 40%

(In this example, the requirement of current employment by an IAA member firm for more than one year has not been met)

EXAMPLE 5:

Has been employed by an IAA member firm as an employee for 25% of the time performing investment counseling and portfolio management. Has been employed the remainder 75% of the time by a non-IAA member firm

(In this example, the applicant has failed to meet the definition of eligible occupational position because applicant has not worked at an IAA member firm at or near full-time performing investment counseling and portfolio management)

CHARTERED INVESTMENT COUNSELOR APPLICATION

Please type or print all responses. Applications must be legible and must be accompanied by sealed letters of reference, candidate's current business card, and application fee. Any application that is incomplete or illegible in any respect may be rejected by the Investment Adviser Association (IAA) and returned to the applicant. Please contact the IAA at (202) 293-4222 if you have any questions regarding the CIC application or brochure.

PERSONAL INFORMATION

Full name: _____
 (First) (Middle) (Last)

Check one: Miss Ms. Mrs. Mr. Dr.

Sex: M F

Social Security Number _____ -- _____ -- _____

CRD No. _____

Home Address: _____

Telephone: _____

Date of Birth: _____

BUSINESS INFORMATION

Name of IAA Member Firm: _____

Full Mailing Address: _____

Telephone: _____ Facsimile: _____

Applicant's E-mail Address: _____

Firm's Internet Address: _____

CHARTERED FINANCIAL ANALYST INFORMATION

Please indicate month and year that candidate successfully completed CFA examinations:

Examination, Part I _____

Examination, Part II _____
Examination, Part III _____

CFA Charter Number _____
Year Awarded _____

EDUCATION

<u>Name</u>	<u>Location</u>	<u>Graduation Year</u>	<u>Degree Received</u>	<u>Major Field of Study</u>
High School				
College / University				
Graduate School				
Other				

List all other professional designations and date awarded: _____

PROFESSIONAL EXPERIENCE

Eligibility requirements for the CIC designation are described in the brochure provided by the IAA, entitled “Chartered Investment Counselor Program Brochure.” Describe below the nature of your current professional responsibilities and any previous professional employment involving investment counseling and portfolio management, indicating the percentage of time of your total work time spent in each area. Attach additional pages if necessary to describe previous experience.

A. CURRENT DUTIES AT IAA MEMBER FIRM

Starting Date: _____
Title: _____

Describe your current professional responsibilities (attach additional pages if necessary):

Please indicate the percentage of your total work time spent:

Investment Counseling: _____%

Portfolio Management: _____%

Administrative: _____%

Economic Research and
Securities Analysis: _____%

Other (Explain): _____%

B. PREVIOUS INVESTMENT COUNSELING/PORTFOLIO MANAGEMENT EXPERIENCE

List all previous positions held in an *eligible occupational position*, as described in the IAA brochure, entitled “Chartered Investment Counselor Program Brochure” (attach additional pages if necessary):

Company: _____

Address: _____

Telephone: (____) _____

Dates of Employment: From _____ to _____

Position/Title: _____

Investment Counseling: _____%

Portfolio Management: _____%

Administrative: _____%

Economic Research and
Securities Analysis: _____%

Other (Explain): _____%

Company: _____

Address: _____

Telephone: (____) _____

Dates of Employment: From _____ to _____
 Position/Title: _____

Investment Counseling: _____%

Portfolio Management: _____%

Administrative: _____%

Economic Research and
 Securities Analysis: _____%

Other (Explain): _____%

Company: _____
 Address: _____
 Telephone: (____) _____

Dates of Employment: From _____ to _____
 Position/Title: _____

Investment Counseling: _____%

Portfolio Management: _____%

Administrative: _____%

Economic Research and
 Securities Analysis: _____%

Other (Explain): _____%

PROFESSIONAL ETHICAL CONDUCT

1. Have you ever been convicted of: (a) any felony or crime punishable by more than one year imprisonment, or (b) any misdemeanor involving moral turpitude or any substantially equivalent crime in a court of law?
 Yes _____ No _____ If yes, give details on attached page.

2. During the past 10 years, has your professional or business conduct been the subject of a complaint by or before the U.S. Securities and Exchange Commission, any federal, state or local agency (or political subdivision thereof with jurisdiction over

securities activities), a government agency of Canada or other countries, a securities exchange, a national securities association or self-regulatory organization, or court of law or quasi-judicial body, or professional or business organization?

Yes _____ No _____ If yes, give details on attached page.

3. During the past 10 years, have you personally been the subject of any disciplinary action, suspension, expulsion, or similar adjudication by the U.S. Securities and Exchange Commission, any federal, state or local authority or agency (or political subdivision thereof with jurisdiction over securities activities), a government agency of Canada or other countries, a securities exchange, a national securities association or self-regulatory organization, quasi-judicial body, or professional or business organization for violations of laws, rules or regulations governing securities, investment advisers, brokers, dealers, municipal securities dealers, government securities dealer or broker, bank, securities exchange, contract market, or futures association?

Yes _____ No _____ If yes, give details on attached sheet.

CERTIFICATION

1. I certify that I have read the IAA's *Standards of Practice* and hereby endorse them.
2. I certify that all statements and answers in this application are true and complete, to the best of my knowledge.
3. I understand that the IAA reserves the right at all times to determine the initial and continuing eligibility requirements with respect to the Chartered Investment Counselor designation.
4. I understand that the IAA may rescind the CIC designation at any time for failure to abide by rules and conditions established by the IAA.

Signature: _____

Print Name: _____

Date: _____

APPLICATION FEE

Candidates must submit a \$100 non-refundable application fee with the CIC application. Make checks payable to the “*Investment Adviser Association*,” or call the IAA office at (202) 293-4222 to pay by credit card.

SUBMIT COMPLETED APPLICATION AND APPLICATION FEE TO:

Investment Adviser Association
Attention: CIC Registrar
1050 17th Street, N.W., Suite 725
Washington, D.C. 20036-5514