2017 Renewal Application Instructions

Maintaining Your SPARK Certification

Your SPARK ARPC and/or ARPS certification status is granted on a calendar year basis. Certification renewal is due at the end of each calendar year following the year in which the initial certification is earned. The 1-year renewal period was established based on the high frequency of changes in the rules and regulations in the retirement industry.

The annual renewal requirement was developed to ensure that individuals holding the SPARK ARPC and/or ARPS designation remain up-to-date with current industry rules and regulations and continually expand their knowledge of industry issues and practices. By requiring a minimum of **10 continuing education credits each year**, individuals who hold the ARPC and/or ARPS designation are exposed to current information directly related to advanced topics in the retirement plan industry.

Continuing Education Requirements

To renew, individuals must earn credit for at least 10 hours of continuing education as an attendee or a presenter each calendar year. Courses may be taken online or in person. CE credit will be accepted for:

- Successful completion of a course, seminar, or workshop with a focus on advanced topics in the retirement plan industry. This includes a wide range of topics but does not include plan or investment sales skills. Examples of acceptable course topics include:
  - Plan design, plan investment strategies and enrollment programs

  Examples of courses that do not qualify:
  - Sales skills
- Attendance at a national or regional industry conference or seminar directly related to retirement plans. Examples of organizations that host acceptable conferences and seminars include:
  - SPARK, ASPPA, CFDD, NIPA, TRAU and fi360
- Participation in employer retirement plan educational sessions.
  CE credit for employer sessions is limited to a maximum of 5 hours per year.

Supporting Documentation for Non-SPARK Credit Hours Approval

To ensure the integrity of your SPARK ARPC and/or ARPS certification, all renewal applications must be **submitted with proof of content and attendance/completion for each CE program event**. The SPARK Institute, Inc. reserves the right to request additional documentation of any continuing education credits claimed on the renewal form. Failure to adequately document CE credits may result in loss or suspension of the designation.

- Acceptable proof of content is a descriptive outline, agenda or summary.
- Acceptable proof of attendance is an attendance certificate or certificate of completion, a signed letter from the presenter or event sponsor, or a seminar outline or agenda with a supervisor's verification of attendance. Attendance verification must indicate the number of CE credit hours awarded.

Annual Renewal Fee

The annual renewal cost is $150 (waived with two SPARK online CE course registrations; $100 with one SPARK online CE course registration).

Timing

Continuing education must be completed and documentation submitted no later than December 31, 2017.

The SPARK Institute, Inc.
rachael@sparkinstitute.org or Fax:
401-429-6135

SPARK ARPC SPARK ARPS

2017 Renewal Order Form

Applicant Contact Information

First Name	MI	Last Name
Company		Title
Mailing Address		
City		State
Phone Number		Email Address

Continuing Education Options

I will complete my 10 hour continuing education requirement as follows (select one option):

- ❒ Two SPARK Continuing Education Courses (selected below). *Renewal fee waived.*
- ❒ One SPARK Continuing Education Course (5 hours; selected below) plus Non-SPARK programs of at least 5 hours (attach completed Page 3 - Non-SPARK Program Reporting Form)
- ❒ Non SPARK programs of at least 10 hours (attach completed Page 3 - Non-SPARK Program Reporting Form)

SPARK Continuing Education (CE) Online Courses and Fees

Check the box(s) for each course for which you are to be registered and fill in the associated fee(s).

❒	CE2: Employee Communications Issues (5hrs)	($150)	$ ___
❒	CE5: 403(b) Plans and the Final Regulations (5hrs)	($150)	$ ___
❒	CE6: Plan Fee Reporting and Disclosure Requirements (5hrs)	($150)	$___
❒	CE7: Understanding Multiple Employer Plans (5hrs)	($150)	$___
❒	CE8: Retirement Income Products in DC Plans (5hrs)	($150)	$___
❒	CE9: A Closer Look at Investments (5hrs)	($150)	$___
❒	CE10: Retirement Plan Market and Industry Overview - 2016 (5hrs)	($150)	$___
❒	CE11: Trends in DC Plan Investment Menu Design (5hrs)	($150)	$___
❒	CE12: Strengthening the Employer Sponsored Retirement Plan System (5hrs)	($150)	$___
❒	CE13: ERISA Fiduciary Requirements and DOL Regulations (10hrs)	($300)	$___
❒	$150 Annual Renewal Fee: waived with purchase of 2 CE Courses; $100 with purchase of 1 CE Course		$_____
❒	$50 Reinstatement Fee (for deisgnations expired December 31, 2016)		$_____
	Total		$_____

Payment Information

- ❒ Check: Mail to: The SPARK Institute Inc., 9 Phelps Lane, Simsbury, CT 06070
- ❒ Credit Card: ❒ Master Card ❒ VISA ❒ American Express ❒ Discover

Cardholder Name		Card Number
Expiration Date	Security Code	Authorized Payment Amount
Cardholder Signature		

Return completed form and attachments to
rachael@sparkinstitute.org or Fax: 401-429-6135

(Rev.1-17)

2017 Non-SPARK Continuing Education Reporting Form

Provide the non-SPARK continuing education information being submitted for approval and attach an attendance verification document for each session for which you are seeking CE credit.

Illustration

Before entering your non-SPARK continuing education information, review the following illustration of the type of information required.

Sponsoring Organization	Program/Course Title	Summary, Outline or Agenda Attached	Date(s)	No. of CE Hours	Attendance Verification Attached
ASPPA Webcast	Allocation of Plan Expenses & Revenue Sharing: Fiduciary & Qualification Issues	Outline attached	03/14/17	2	Certificate attached
XYZ Retirement Plan Conference	Washington Update	Review recent developments in Congress & their impact on retirement plans	06/14/17	1	Letter attached

Non-SPARK Continuing Education Programs

Complete all columns for each program.

Sponsoring Organization	Program/Course Title	Summary/Outline/ Agenda Attached	Date(s)	No. of CE Hours	Attendance Verification Attached

Certification and Signature

I affirm that all information provided is accurate and complete, that appropriate CE credits have been earned during the time period stated above, and I authorize verification of this information. I acknowledge that I have read, understand, and abide by the policies in the Candidate Handbook concerning Continuing Education Credit requirements.

Signature Date

Return this completed form and attachments no later than December 31, 2017, to:

rachael@sparkinstitute.org or Fax: 401-429-6135