

Criteria for Prospective Education Providers

The overall objective of this criterion is to establish transparency in the process of having the potential education providers be thoroughly evaluated to ensure they conduct every CFP education programs with the highest standards. Emphasis should be placed in attracting education providers with established track records of conducting advanced degree programs in financial services or professional certification programs in financial services, preferably financial planning. The education providers should work with FPAS to actively promote the CFP as the highest standard in practicing financial planning and avoid offering program that might create a conflict of interest. Therefore, this will assist FPAS to achieve its objectives.

1. Capital Requirement

A minimum paid up capital of \$ 200,000 in cash form.

2. Shareholdings

It must be predominantly owned by Singaporeans or Singapore Permanent Residents. A minimum of 51% interest owned by Singaporeans or Singapore PR would be deemed as “predominantly owned”.

For a foreign owned company, execution of a performance bond is a must.

3. Corporate Entity

Main business should be in line with financial training and/or educational programs. As for other business activities, it should not present any conflict of interest against its primary role of being an education provider, i.e. banks, securities company, IFA, insurance agency, membership association. etc...

4. Principal Officer

The Principal Officer of the organization must a person of good standing.

The criterion for the Principal Officer should encompass:

- (a) Professional qualifications
- (b) not be an undischarged bankrupt
- (c) Free from criminal records
- (d) Does not have directorship in any companies/organization that may jeopardize his/her role as an education provider for FPAS
- (e) Has not been cited by any organization for breach of conduct nor code of ethics.

Professional qualifications would entail:

- (a) A degree from a recognized university. A recognized university would be one that is listed in the US Universities Yearbook and the Universities Yearbook outside of the US should be relevant to that of being an education provider.
- (b) Either relevant academic experience teaching higher level financial programs or running an educational organization providing higher level financial programs OR
- (c) Relevant industry experience, i.e. financial planner, private banker, etc.

5. Methods of Delivery

The organization applying to be an educational provider must provide at least two options for modes of learning:

- (a) Self study modules
- (b) Face-to-face lecture modules

6. Competencies

The organization must be able to display competency in the self-study module by submitting a full copy of Module 1 (Foundations in Financial Planning) as a sample for evaluation by the Certification Committee. FPAS will undertake confidentiality of such materials during the course of review through the execution of a Non-Disclosure Agreement with the prospective organization.

Subsequent materials for Module 2 to 6 must be submitted to the Certification Committee for review and approval prior to authorizing the Education Provider to commence the courses.

Materials are to be under license from third party provider or original materials. If original materials, they are not to infringe on copy right of other education providers. Undertaking and indemnity to be given to this effect from new provider in order to protect FPAS from potential liability.

The Organization must also submit a complete list of topics that they intend to use for the face-to-face lecture sessions. Full resumes of all intended lecturers are to be appended to the Certification Committee for evaluation purposes. The confidentiality of information will be preserved while under evaluation through FPAS execution of a Non-Disclosure Agreement.

7. Promotion of CFP Marks

The grant of appointment as an educational provider is on an exclusive basis. Successful applicants must agree to promote the CFP mark as the highest standard in financial planning. In order to achieve this, an organization that intends to be FPAS education provider must not be conducting other financial planning courses that would lead to a competing designation. The organization must be contractually bound to conduct CFP courses only as far as financial planning is concerned.

8. On successful appointment, education providers are expected to execute an escrow account for the fees collected from the students.

Documents to be submitted:-

- (1) History and Overview of the Company
- (2) Current programs offered and any other services provided.
- (3) Updated student's demographics (Age, Nationality, Occupation, Qualifications)
- (4) Latest Audited Financial Statement
- (5) Business plan for the next 5 years (both short-term and long-term)
- (6) Course platforms
- (7) Classroom training facilities
- (8) Trainer's profile
- (9) Marketing plans in conducting CFP® Education Program (business plan)
- (10) Application to Council of Private Education (CPE) for the EduTrust accreditation if your private school wishes to enroll foreign students. Else, minimum compliance to the regulation under the Private Education Act.
- (11) A photocopy for Business Permit from ACRA.
- (12) All applicants are to submit their pricing structure that would include:
- (13) fees chargeable for self study modules
- (14) fees chargeable for face-to-face lectures
- (15) fees chargeable for any other form of study delivery that the organization intends to provide; for e.g. web-based learning etc.
- (16) Applicants while formulating their pricing should take into consideration the preferred rates to be granted to employees of corporate members of FPAS.

Procedure on application for Education Provider:

1. All applications are to be made in writing and must be submitted to FPAS.
2. All applications must be accompanied by a fee of \$ 1,000 (non-refundable) payable to FPAS.
3. Applications for education provider can be made on a quarterly basis and must be submitted on or before the last day of each quarter. **Last day of each quarter means, last day of March, June, September and December.**
4. The result of all applications will be made know via post at the end of each quarter. A short-listed applicant does not imply appointment as an official education provider.
5. Short-listed applicants will be invited to make a presentation to the Certification Committee for evaluation.
6. Within a month after the presentation, the applicant shall be informed whether FPAS will continue to the next phase of evaluation. Successful applicants will then be asked to fulfill a due diligence report for final evaluation by the Certification Committee within a period of 60 days.
7. Successful applicants will then be appointed as an education provider for a probationary period of 2 years. **Within the period of 2 years, an audit will be conducted to assess the performance and determine if the 3 year permanent contract shall be granted. Permanent contracts are renewable every 3 years subject to an audit.**