



Retirement Planning Association of Canada
108 Avenue Des Saules, Gatineau, QC J9J 1S2
Phone (819) 420-3968 (voicemail) Fax (888) 240-1959
info@retirementplanners.ca

Application for Professional Retirement Planner

PRP Workshop, on-line assignment and Application Fee is 375.00 (+GST/HST). Please check appropriate pricing for your region.

<u>Province</u>	<u>Total Cost</u>
<input type="checkbox"/> AB, MB, PEI, QC, SK (5% GST)	\$393.75
<input type="checkbox"/> BC (12% HST)	\$420.00
<input type="checkbox"/> ON, NF, NB (13% HST)	\$423.75
<input type="checkbox"/> NS (15% HST)	\$431.25

Make cheque payable to RPAC National.

Part A – Personal Information

1. Please check one: Mr. Mrs. Ms.

2. Full Name:

Surname: _____ First Name: _____ Designations: _____

Company Name: _____

Suite: _____ Number and Street: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Email: _____

3. What is your membership status in the Retirement Planning Association of Canada (RPAC)?

Current Member: New Member:

** If you are not a current member, please obtain one from our website www.retirementplanners.ca.*

Part B – Professional Information

1. Are you registered or licensed in order to fulfill your duties in your profession? We are looking for all professional and educational designations (CFP, RFP, CGA, Actuary etc). Photocopies of certificates must accompany this application.

Yes: (Provide Details)

No:

Name of License:

Years Registered or Licensed:

2. Have you ever been subject to legal or disciplinary proceedings by any government or licensing body, including the Retirement Planning Association of Canada (RPAC)? Have you ever been charged or convicted of events related to the professional conduct of your practice in your professional capacity?

Yes: (Provide Details)

No:

3. (A) Describe the organization with which you are currently employed and a detailed description of your position within it:

3. (B) In 30 words or less, describe your Area of Specialization. Do not complete this area if you have already submitted this information on your RPAC membership form. This information will be posted on the website.

Part D – Sponsors.

The committee requires letters of reference from three sponsors that know you well enough to attest to your character and competency. It is preferred (but not necessary) to have one of whom is a member of the Retirement Planning Association of Canada.

Please list your sponsors (below).

YOU WILL THEN SEND EACH SPONSOR THE ATTACHED LETTER.

1. Sponsor Name _____
Company Name _____
Address _____
City and Postal Code _____
Telephone # _____
E-mail _____

2. Sponsor Name _____
Company Name _____
Address _____
City and Postal Code _____
Telephone # _____
E-mail _____

3. Sponsor Name _____
Company Name _____
Address _____
City and Postal Code _____
Telephone # _____
E-mail _____

I have mailed out the 3 sponsor letters on _____
(date)

Part E – Certification, Agreement and Acknowledgement of Application.

Any application containing a false statement may result in the refusal or cancellation of any Registration. Moreover, if at any time a Member of the Retirement Planning Association of Canada (RPAC) is found to have made a false statement on the Application for Registration, that Member may be disciplined and/or dismissed from RPAC.

I certify that:

1. All information provided in this application is true, accurate and complete to the best of my knowledge.

I agree and acknowledge that:

1. I have read the following documents that are attached at the end of this document and I understand that if accepted, I agree to be bound by the Code of Ethics of RPAC.
 - a. Objects of the Corporation
 - b. Code of Ethics
2. I understand that RPAC reserves the right to terminate the PRP designation should they become aware of any activity that is contrary to the ethics, practices and goal of RPAC.
3. I give RPAC permission to ask any person or organization about anything relevant to my Application for Registration.

Signature of Applicant

Date

For Office use only:

National Approval:

RPAC is satisfied that the Applicant meets the standards of professionalism required for acceptance in the Retirement Planning Association of Canada as a registered member.

Standing Committee Member Signature

Date

Objects of the Corporation:

1. To provide a forum for persons and organizations who support the importance of retirement planning;
2. To publicize retirement as an opportunity for continued personal growth and development;
3. To promote retirement planning as a key element in a personal planning program which will help people to deal with multiple job or career changes;
4. To increase public awareness of the need to plan for retirement;
5. To encourage pre-retirement planning as an integral part of a comprehensive personal planning program, starting in early adulthood and covering career, finances and lifestyle;
6. To encourage and assist employers in making retirement planning and education available, ideally as an integral part of an employee training and self-development program;
7. To encourage the development of such programs in colleges, universities and in the private sector to accommodate the needs of both employees and self-employed persons;
8. To encourage research on matters related to retirement, and the development of education programs that address the main areas of concern: finances, lifestyle and housing.
9. To encourage the professional development of persons working in retirement education;
10. To foster and assist in the development and growth of organizations in all provinces and territories which support similar objects and to encourage such organizations to operate as chapters of the Retirement Planning Association of Canada.

Code of Ethics

As a registered Professional Retirement Planner, I shall adhere to the following:

1. Integrity

Act honestly with skill, care, fairness and in a manner such as to uphold the reputation of the Retirement Planning Association of Canada.

2. Professionalism

Perform duties which maintain the credibility of the profession and its ability to serve the public interest.

3. Objectivity

Exercise reasonable and prudent judgment in producing client-centred services without regard to personal gain or considerations.

4. Conduct

Comply with all By-Laws, regulations and professional standards and government laws. Maintain and improve knowledge, skills and competence in retirement planning.

5. Disclosure

Ensure that professional judgment is not influenced by commercial considerations, and that actual or potential conflicts of interest are stated.

6. Confidentiality

An obligation to maintain and safeguard a client's trust and confidence as offered in the course of serving them.

7. Collateral Obligations

Report to RPAC any knowledge of violation of these coded precepts which may require action by the discipline committee.

Sponsor Letter

(Please print this letter on your company letterhead. Include the date and sponsor address. Sign the letter at the bottom of the page)

RE: Sponsorship for the Professional Retirement Planner designation

As part of attaining the professional retirement planner (PRP) designation with the Retirement Planning Association of Canada (RPAC), I require three sponsors, and I would like you to be one of them.

As my sponsor, you will be asked to attest to my character, practice, competencies and personal or ethical conduct. The following is background on the P.R.P. registration program.

The Association opened a national registry of Professional Retirement Planners in the fall of 1997. Those who register indicate:

- a. Their interest in having their professional practice as a Retirement Planner registered in Canada
- b. A willingness to submit their credentials for review by a committee of peers
- c. A desire to pursue continuing education and personal development at the regional and national levels
- d. A commitment to professional conduct in their practice, and
- e. A desire to further develop the field of retirement planning according to the purpose and objectives of the Canadian Association of Pre-Retirement Planners (attached).

As a sponsor it would be helpful to us if you would:

1. Indicate your relationship to the candidate and how long you have known him/her.
2. Confirm the candidate's interest and ability to act as a retirement planner.
3. Comment on his/her approach to clients.
4. Outline any specific competencies or personal values that would indicate professionalism in the candidate's work (i.e. honesty, integrity, trust, etc.)
5. Indicate any concerns you may have (if any) with respect to the candidate's application as a Professional Retirement Planner.

Your letter will be treated as confidential and is not shared with myself. Should you feel unable to act as a sponsor, please let me know. **If you are willing to serve as a sponsor, please send the letter as soon as possible to:**

Retirement Planning Association of Canada
108 Avenue Des Saules
Gatineau, QC, J9J 1S2

I would like to extend my appreciation for your time and effort in sponsoring me.

Thank you,