

RSP Board's Rules and Guidelines for Continuing Education

The RSP Board requires each member to participate in and report a minimum amount of continuing education.

Requirement

Registry members must complete at least 40 hours of qualifying continuing education (CE) every two years, with 20 hours from one or more approved RSP Board events. Each CE hours must be based on 60 minutes of completed education.

Purpose

This requirement is intended to provide assurance to the public that each Registry member strives to stay abreast of changes in the profession and remains active in maintaining and advancing his or her competence and skill set.

Qualifying Activities

The acceptability of CE programs and providers and the amount of credit awarded is at the RSP Board's discretion. Acceptable CE subject activities may include, but are not limited to: settlement planning, insurance, investment planning, estate planning, tax planning, education planning, retirement planning, personal injury law, workers compensation law, entitlement planning, special needs planning, lien resolution, trust planning or accounting, professional ethics and practice management. Reported independent study may be accepted for up to 25% of the requirement. Independent study must be reported and documented and is subject to a heightened level of review by the RSP Board's CE Committee.

Reporting

Each Registry member must report every CE activity for which the member wants credit. CE reports will be accepted and reviewed at any time, but must be completed every two years. Reports are subject to review and verification by the Registry CE Committee. The CE reporting form may be downloaded from the website and reported via facsimile or standard mail and should include any supporting documentation.

Reporting Period

The first reporting period shall begin in the month the member receives the RSP designation and continues for twenty-four consecutive months. The next reporting period begins the next day. The CE Committee will report its determination of the sufficiency and amount of the credit accepted. If a member exceeds the minimum level of CE allowed, some of the credits are allowed to be carried forward into the following reporting period to reduce the minimum for that period. This carried forward credits cannot reduce the total hours or the hours of RSP Board approved events by more than 50% in the following period.

Non-Compliance

A member's failure to comply with the CE standards set forth by the RSP Board will result in suspension from Registry membership. If the CE Committee concludes that a

member has failed to adequately comply with the minimum CE requirements, the member will be notified of the deficiency and will be given 30 days in which to become compliant or to appeal the Committees decision.

Appeal

If a Registry member believes the CE Committee has erroneously denied credit or otherwise wrongfully suspended membership, the member may appeal the decision within 30 days of notification of such action. Appeals shall be made to the RSP Board in writing. The Board may delegate a special investigative committee to review the facts or may choose to decide among themselves. Decisions conferred by the Registry Board of Directors are not appealable.

Return to Former Status

Upon receiving evidence of compliance, the Board of Directors may reinstate suspended Registry members.