**CFP BOARD ETHICS CE**

**TIMED AGENDA**

The Live Ethics program presentation is timed to the **required 120 minutes**: **15 minutes** for the opening, final review, wrap-up, and evaluation; **80 minutes** of core content (slides); **25 minutes** for related activities.

**Minutes Content**

10 Opening (4 slides)

* Presenter Introduction
* Disclosures
* Instructions for Online Polling (if applicable)
* Housekeeping Items (format; attendance)

Exercise: <Add Activity selected as opening exercise>

Review Learning Objectives

40 Learning Objective 1 – Revised *Code and Standards*

* Core Content (14 Slides)
* Significant Changes to Standards Structure & Content
* Duty to Client
* Duty to Firms and Subordinates
* Duty to CFP Board
* Confidentiality/Privacy and Technology
* Representation of Compensation Model
* Working with Additional Persons
* Exercise: <Insert title of Vignette selected>
* Quick Review/Questions

25 Learning Objective 2 – Act as a Fiduciary

* Core Content (5 Slides)
	+ - * Act in Client’s Best Interest
			* Definition of Financial Advice
			* Duty of Loyalty; Duty of Care; Duty to Follow Clients Instructions
* Exercise: <Insert title of Vignette selected>
* Quick Review/Questions

20 Learning Objective 3 – Practice Standards

* Core Content (12 Slides)
	+ - Application of Practice Standards
		- Clients Who do not Want Financial Planning
		- Documentation Required
		- Review revised Practice Standard Definitions
* Exercise: <Insert title of Vignette selected>
* Quick Review/Questions

10 Learning Objective 4 – Providing Information to a Client

* Core Content (5 Slides)
* Providing Information to a Client
* Timing, Delivery, and Updating
* Information to be Provided
* Terms of Engagement
* Exercise: <Insert title of Vignette selected>
* Quick Review/Questions

10 Learning Objective 5 – Material Conflicts of Interest

* Core Content (5 Slides)
	+ - Conflict of Interest Obligations
		- Duty to Fully Disclose Material Conflicts
		- Full Disclosure and Informed Consent
		- Managing Conflicts
* Exercise: <Insert title of Vignette selected>
* Quick Review/Questions

5 Closing (2 Slides)

* Wrap Up Review
* Additional Resources
* CE Reporting
* Program Evaluation