PACE (Professional Achievement in Continuing Education)
Since 1927, well over 158,000 financial services professionals have studied or earned designations with The American College. We are proud to count you in that group and appreciate your commitment to career-long, practical learning that benefits both you and your clients.

Because the regulations and market dynamics impacting our industry are constantly changing, The American College wants to ensure that the credentials you worked so hard to earn remain current, relevant and serve as an emblem of excellence and expertise with both your peers and your clients.

PACE Recertification is a renewal requirement for CLUs®, ChFCs®, and ChFCs® who enrolled in the college after June 30, 1989, and for all CLFs®, RHUs®, REBCs®, CAPs®, CASLs®, ChHCs®, ChSNCS™ and RICPs®. It is also mandatory for anyone who elects to participate voluntarily by signing the PACE Consent Form.

Disclaimer: A core component of The American College’s mission is to ensure that knowledge is continually renewed and ethically applied. The College continues to evaluate the ways we honor that commitment, and designees should understand that the PACE program may change in the future.

Certification Renewal Fee: To meet the cost of appropriately providing and monitoring PACE certification and to continue building public recognition of these important designations, we have instituted a single, biennial recertification fee of $250 that will cover all of the designations a student earns form The American College. This fee, charged every two years, will help The American College maintain the high value of your designations throughout your professional career.

The fee is effective for all students who were awarded their first designation subject to PACE after February 1, 2007. Payment of the fee is due at the time those students submit their biennial PACE reporting form.

This fee does not affect designees whose first PACE-required credential from The American College was awarded on or prior to February 1, 2007. For individuals in this category who wish to voluntarily support the important work of The College as a not-for-profit institution, we encourage you to participate and help us build stronger recognition for your designations and degrees.

What is the CE requirement? Students holding any of the following designations: CLU®, ChFC®, RHU®, REBC®, CLF® and ChHC® are required to earn 30 credit hours of educational activities in subject matter that is acceptable to PACE Recertification for the reporting period January 1, 2014 through December 31, 2015, and for every two-year period thereafter. A total of 30 hours is required each renewal period, regardless of the number of designations earned.

Students holding any of the following designations: CAP®, CASL®, ChSNCTM and RICP® are required to earn 15 credit hours of educational activities in subject matter that is acceptable to PACE Recertification for the reporting period January 1, 2014 through December 31, 2015, and for every two-year period thereafter. Students holding multiple designations with both 15 and 30 hour requirements need a total of 30 hours each renewal period.
When does the PACE requirement become effective?
You are given a "grace period" from reporting in the renewal period from which you earned your first designation subject to PACE. Your first reporting period begins in the period that follows your award date. For example if you earned your first designation during the 2014-2015 renewal period, your first reporting period would begin 1/1/2016.

How do I report my credit hours?
When you have accrued 30 (15) CE credits you should sign the Statement of Compliance section of the 2014-15 PACE Recertification Form and return it to The College by 12/31/2015. You may also recertify your American College designations online. The PACE Recertification form and online renewal option are available on our website TheAmericanCollege.edu/PACE.

Credits must be accrued during the calendar years of 2014-2015. You must have independent verification for 30 (15) credit hours in the event that you are audited. Independent verification may consist of grade reports, attendance certificates, transcripts, or written confirmation of attendance from the sponsoring organization. Written confirmation should include your name, topics addressed, date and length of program and a signature of a sponsor representative. Individuals may be requested to produce documentation to substantiate any activity claimed; therefore, you should retain documentation of CE credits claimed for one year after the current renewal period. The random audit is a verification procedure that helps support our simplified initial reporting process, and maintains the status and credibility of your designation.

NOTE: Program sponsors do not report credits directly to The College. However, credits earned through American College coursework will automatically be applied.

How do I earn CE credit?
A. Complete a pre-approved self-study program that contains an examination or other procedure by which you demonstrate your mastery of the program to the program’s sponsor (1 CE credit for each hour of approved credit). Programs pre-approved for continuing education credits by CFP Board of Standards, State Insurance Commission, State Bar or State Board of Accountancy are acceptable to PACE Recertification. These programs may be offered by any of the following:
1. a nationally recognized professional society or other nonprofit professional association
2. a college or university
3. other continuing education providers

B. Pass an examination for
1. a course in an American College Huebner School or Graduate School program or another recognized professional designation program (30 hours per course)
2. a FINRA license (30 hours)
3. the CFP license (30 hours)
4. a college or university course from which credit can be earned toward a degree (15 hours for each semester credit hour or its equivalent)

Note: You cannot claim credit for both passing an examination and attending or teaching a course for that examination.

C. Attend an educational program or meeting that has at least 1 credit hour (50 minutes of attendance equals one credit hour).
These programs or meetings may be offered by any of the following groups:
1. a nationally recognized professional society or other nonprofit professional association, including its chapters
2. a college or university
3. your employer or any other organization that provides educational programs and meetings

Note: Any person who serves as a teacher, speaker, or moderator panelist for any of these programs earns one credit for each 50 minutes of participation in the activity. In order to claim this type of activity for PACE credit you must be able to provide the college with a written confirmation of attendance from the sponsoring organization in the event you are audited. Written confirmation should include PACE participants name, topics addressed, date and length of program and signature of a sponsor representative.

I earn CE to meet other CE programs requirements. Can I apply these credits to PACE? You can apply credits approved for State CE, CFP, CPE, CLE and Securities Professionals that are accrued during the calendar years of 2014 and 2015 towards your PACE requirement.
What subject matter is acceptable for CE credits? Accounting □ Accumulation Planning □ Actuarial Science □ Annuities
  □ Business Ethics □ Business Law □ Business Planning □ Charitable Giving □ Client Planning □ Disability Income
  □ Group Insurance □ Health Insurance □ Insurance Company Operations □ Investments □ Life Insurance □ Long-Term Care
  □ Medical Expense Insurance □ Pensions □ Property and Liability Insurance □ Regulation □ Retirement Planning
  □ Risk Management □ Senior Planning □ Taxation □ Underwriting

Also acceptable are topics relating to the management of areas covered by the subject matter of American College programs and the management of people who work in financial services.

What types of activities are unacceptable for CE credits?
• Courses for state insurance licensing examination or examination (other than FINRA or CFP) for a state or federal license related to financial services
• Personal development courses, such as motivation, public speaking, or salesmanship
• Product presentations
• Any programs less than 50 minutes in length

May I carry over excess credit hours?
No credit may be carried over from excess hours earned during a reporting period. For example, once 30 (15) hours are completed and reported any additional activities will not count toward credit for the following reporting period.

Who can be exempt from reporting CE?
American College designation holders who do not fall into any of the following categories:

• Licensed Insurance Agent/Broker/Consultant/Licensed Security Representative/Registered Investment Adviser/ Registered Principal/Enrolled Agent/Attorney/Accountant/Actuary/Employee Benefits Specialist
• Any individual providing insurance, employee benefits, senior planning, charitable giving advice, financial planning or estate planning advice and counsel to the public

To claim exemption from reporting continuing education for the 2014-2015 reporting period you should sign the Statement of Exemption on the PACE Recertification form. The $250 PACE Recertification fee if applicable is due at the time you recertify. Exemptions can be granted for the current period only. The College reserves the right to request documentation confirming an individuals’ exemption as part of our random audit procedure.

Do I need to meet the PACE requirements forever?
If you are 60 years of age or will be 60 by December 31, 2015, and have completed PACE Recertification requirements for at least two prior reporting periods, you may apply for the Emeritus Status by signing the Request for Emeritus Status of the PACE Recertification form. With this Status, you no longer need to report the required 30(15) continuing education hours every two years. Individuals awarded the Emeritus Status are not subject to the $250 Recertification fee.
Will I receive any reminder notices?  
You will receive postcard and email reminders periodically throughout the renewal period. As such, it is important to notify the college of any address/ information changes.

Do I receive CE credit for my state CE licensing requirements by completing the PACE program?  
The following states have approved PACE compliance as also meeting their state CE licensing requirement: AR, DE, GA, IA, KY, LA, MS, ND, NJ, NM, SC, UT, WV, WY. PACE compliance is not reported automatically. If your home state approves and you need PACE compliance reported, notify the PACE Administrator in writing accompanied by documentation of the 30 CE hours for PACE. State reporting only applies to CLUs® and ChFCs®.

Note: This list is current as of January 1, 2014. States frequently re-evaluate what they will accept towards licensing requirements. Some states require filing fees. All fees must be paid at the time of the request. Checks can be made payable to The American College. Visit the Department of Insurance website for your state to obtain this information.

What happens if I become ill or disabled?  
Individuals for reason of hardship and disability may be granted a temporary waiver for a given reporting period. Each case must be presented in writing, after July 1, 2015. The determinations will be made on an individual basis.

What happens if I fail to meet the CE requirements?  
The purpose of the CE program is to measure and recognize continuing education efforts of CLUs®, ChFCs®, CLFs®, RHUs®, REBCs®, CAPs®, CASLs®, ChHCs®, ChSNCS™ and RICPs®. However, in some instances it may be necessary to suspend a designation for noncompliance. Extensions and waivers may be granted at any step if there are extenuating circumstances. Only as a last resort, your name will be forwarded to The American College Certification Officer, who will initiate action with the Certification Committee that will result in the suspension of your designation(s).

How can I reinstate my designation(s)?  
Compliance can be reestablished by documenting 30 (15) hours of continuing education or providing evidence that you qualify for an exemption on the basis of the PACE Recertification requirements. A single fee of $100 will be charged at the time you apply for reinstatement. You can find information on how to apply along with the reinstatement application on our website, TheAmericanCollege.edu/PACE. Prohibition on use of your designation will end immediately upon approval of your application. If the CE credits are fulfilled through The American College, they will be applied automatically to your record and you will receive notification of PACE compliance upon successful completion of your course and payment of the $250 renewal fee if applicable. The $100 Reinstatement fee is waived for those who complete their credits through The American College.

TheAmericanCollege.edu/PACE  
Recertify your American College designation(s) online or download the PACE Recertification form.

Ethics.TheAmericanCollege.edu  
Visit The American College Center for Ethics in Financial Services

How to Contact Us  
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