

# National Institute of Certified Estate Planners – CEP® Enrollment Application

Please print legibly or use PDF fill-in format.

NAME:	LICENSES AND OTHER DESIGNATIONS:	
COMPANY:	BROKER/DEALER:	
ADDRESS/CITY/ST/ZIP:		
PHONE:	FAX:	E-MAIL:

**By signing below and completing the payment portion of this application, I understand and agree to the following:**

The Certified Estate Planner™ (CEP®) designation is a trademark registered with the United States Patent and Trademark Office and is owned and conveyed solely by the National Institute of Certified Estate Planners (NICEP). The course materials presented in the Certified Estate Planner™ program are owned and copy-written by the NICEP, and may not be copied, loaned, or reproduced in any fashion without the expressed written permission of the NICEP, and then only for personal business applications.

The information presented in the course is intended to educate the applicant to the various issues, possible problems, and creative solutions that exist in estate planning. It is not presented for the purpose of giving financial, legal or tax advice, and no one should take any action upon anything contained in the materials until they first discuss their individual fact situation with an attorney licensed in their state who is in good standing with their state's Supreme Court and who is knowledgeable of their state's law.

CEP® candidates must be properly licensed financial, legal, or tax professionals, or have otherwise received enrollment approval from the NICEP. The CEP® designation is awarded only after the application process has been completed with full payment, and the corresponding educational component has been satisfied, and the qualifying examination has been successfully passed.

Designees must re-qualify annually based on the NICEP's most current qualifications. The ongoing use of the CEP® designation is subject to:

- the submission of an annual certification fee of \$215 due on the certification anniversary date (\$195 if paid one month early, \$176 if paid in quarterly installments of \$44),
- the completion of the NICEP continuing education requirement of a minimum of eight hours every two years in the area of estate planning, and
- adherence to the NICEP professional code of ethics which requires model business behavior, compliance with State and Federal licensing authorities, compliance with represented professional companies and organizations, proper notification procedures, and submission to the findings and rulings of the NICEP Board of Directors with regard to the continued use of any designation which is conferred by the NICEP.

The NICEP reserves the right to deny, suspend, or revoke the use of the trademarked CEP® designation for any reason. Designees not in good

standing with the NICEP may not display or otherwise use in any way the CEP® designation, certificate, logo, or associated material.

The enrollment fee includes the cost of the course, materials, exam, and the certification fee for the use of the CEP® designation in the first anniversary year. Candidates may submit a \$295 pre-registration fee to reserve a place in an upcoming classroom or online presentation. Unless other arrangements have been made, the entire enrollment fee of \$1695 (or balance due) is to be fully paid in advance of any course. Should an enrollment be withdrawn prior to a classroom or online presentation, a refund will be issued equal to 95% of any enrollment fees paid. However, once an enrollee attends a classroom or online presentation, there is no refund policy whatsoever.

The educational component of the CEP® program consists of 40+ hours of combined self study and either classroom or online study. Successful completion of the course requires passing the qualifying exam with a minimum score of 70%. The exam requires an independent proctor to supervise the test process to assure that the examination takes place without the aid of study materials, notes or assistance. When necessary there is a \$10 retest fee. No exam shall be given more than three times. Candidates have one year to complete the program.

Applicants must attach a written explanation if any of the following four items are true within the last ten years:

- You have been convicted of any felony or business-related misdemeanor, or you are currently named as a defendant, respondent, or party to any such criminal or civil action.
- You have been or you are currently a defendant or respondent to a consumer complaint or allegation.
- You have had a state or federally regulated license revoked, restricted, or terminated for cause, including being denied or enjoined from selling or dealing in securities or from functioning as an Investment Advisor.
- You have been or you are currently the subject of an investigation, inquiry, or complaint by a state or federal regulatory agency, or any other agency, alleging violations of ethical conduct, prohibited sales practice, or breach of professional standards.

Any material misrepresentation of facts or information given in this or subsequent application for renewal will be cause for denial or immediate revocation of the CEP® designation and all its privileges, without refund of any dues or fees paid.

Enroll me in the Certified Estate Planner™ Course:  \$295 PRE REG.  \$1695 FULL REG.  \$ \_\_\_\_\_ DISC. REG. – CODE \_\_\_\_\_

Register me for the:  Online + Pres. to be held \_\_\_\_\_  Classroom + Pres. to be held in \_\_\_\_\_ on \_\_\_\_\_

Check Enclosed / Charge my:  Visa  M/C  Amex  Disc CC#: \_\_\_\_\_ Exp: \_\_\_\_\_

CC Billing Address (if different from above): \_\_\_\_\_

Signature Required: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMIT THIS FORM WITH PAYMENT - BY MAIL TO: NICEP, 2125 W. ZARTMAN RD., KOKOMO, IN 46902 OR BY TOLL-FREE FAX TO: 888-220-3533**