Spending Planners Institute Certification and Membership Guidelines

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The Spending Planners Institute

Certification and Membership

GUIDELINES

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The Spending Planners Institute

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TABLE OF CONTENTS

Institute Statement 4
Ethics 5
Industry Standards 7
  Industry Practices 7
Membership 8
  Levels Of Membership 8
    Certified Paraplanner 8
    Certified Spending Planner 8
    Higher Levels Of Membership 8
  Membership Inclusions 9
  First Years' Membership 10
  Ongoing Membership After The First Year 10
  Membership Fees 10
  Current Membership Fees 11
  Ongoing Demonstration Of Understanding Of The Business Model 11
  Ongoing Training 12
Business Matters 13
  Sub Groups / Facebook Groups / Regional Get Togethers And The Like 14
  Recommended Retail Pricing 14
Awards 15
  The "SPOTY" Award - Spending Planner Of The Year 15
  The "ONSPOTY" Award - Outstanding New Spending Planner Of The Year 15
  Other Awards 15
Annual Conference 16
Business Succession Plan / Buy Back 17
Appendix 18
  Conditions Of Website Spending Planner Listings 18

INSTITUTE STATEMENT

In the interests of the Spending Planners Industry, this document has been kept simple and short. However, it will be amended and added to from time to time as necessary.

Please check with the Spending Planners Institute as to the most current version.

The Spending Planners Institute is the accredited body for Spending Planners globally.

Members are expected to maintain the ethics of the Spending Planners Industry. Should a Planner be found to be working outside these ethics, the Institute reserves the right to remove accreditation and membership.

ETHICS

Members are expected to maintain a high ethical standard with customers, the Institute, other Spending Planners and the community at large.

At the time of completing the Spending Planners Certification Training, all attendees agree to the following:

- We are all intelligent business people
- We take full responsibility for our actions and non-actions
- We are prepared to be beginners
- We are willing to be coachable
- The only failure is the failure to participate
- We commit to focus on this process
- We commit to holding confidential the training and personal information shared

As Spending Planners:

- We love helping people achieve a better financial life experience
- We care about people and go out of our way to help them
- We treat others the same way we would want to be treated ourselves
- We always put our customer's needs before our own
- We understand that a customer who is overwhelmed by the high level of service we deliver will bring us far more in new business than it ever cost us in service
- We work with integrity, honesty, and passion
- Our goal is to make a measurable impact in the world
- We are so excited about what we do and we believe so much in the results our clients achieve that we would never hesitate to tell people about what we do or to ask for a referral

ETHICS

Spending Planners agree to abide by the following values:

Revolutionary	Ethical
Open	Dependable
Compassionate	Valuable
Positive	Reliable
Aspirational	Reputable
Educational	Qualified
Skilled	Emerging Industry
Confidential	Trustworthy
Integrity	Professional
Respectful	Helpful and Ready To Help
Visionary	Essential
Non-Judgmental	Impartial
Approachable	Listener
Sympathetic/Empathetic	Culturally Aware
Supportive	Flexible
Independent	Awesome
Life Saver	Reachable
In Tune	Understanding
Neighbourly	Inclusive
Connected and Connectors	Realistic
Uncompromising Friend	Obvious
Normal	Routine
Part of Life	Automatic
Game changing	Friendly
Confident	Honest

Teaching People To “Fish”, ie, to manage their own spending, not Doing It For Them

INDUSTRY PRACTICES

To practice as a Planner, the Planner must:

- Successfully complete the Spending Planners Institute Certification Training program
- Abide at all times by the Spending Planners Institute ethics
- Conduct their business with integrity, honesty and in the best interests of themselves, their clients, and the Spending Planners industry
- Be a fully paid up Member of the Spending Planners Institute
- Maintain a high standard and knowledge of the Spending Planner business
- Maintain education standards to keep in line with current trends and client needs

LEVELS OF MEMBERSHIP

CERTIFIED PARAPLANNER

A Certified Paraplanner is a person who has undertaken and completed training which allows them to work with clients, under the supervision and direction of a Certified Spending Planner.

Certification of a Paraplanner is held by the individual, not a business.

A ParaPlanner does not have direct access to Spending Planner software, and may only access this via a Certified Spending Planner.

Any person who is working with clients must be at a minimum a Certified ParaPlanner.

CERTIFIED SPENDING PLANNER

A Certified Spending Planner is a person who has undertaken the Certified Spending Planner training which allows them to work with clients.

Certification of a Spending Planner is held by the individual, not a business.

A Certified Spending Planner has direct access to the Spending Planner software, and may have ParaPlanners working for them.

It is the responsibility of the Certified Spending Planner to ensure that ANY person who works with them, having access to the Spending Planner software and/or deals with clients in respect to their spending plans, MUST be a Certified ParaPlanner.

HIGHER LEVELS OF MEMBERSHIP

In the future the opportunity will be available to progress to a higher level of membership, based on, but not limited to, the following:

- Minimum number of years as an active Member
- Minimum number of clients over a set period

MEMBERSHIP INCLUSIONS

Members will enjoy the following benefits:

- The ability to use the following letters after their name:
  Certified Spending Planner – CSP
  Paraplanner - PP
- A Certificate issued each year which can be displayed
- Being identified with an organisation and membership of like minded individuals
- Being part of a group who, over time, with growth, will be able to lobby for significant change
- Access to a Membership Resource Centre with training materials and support
- Access to a shopfront containing resources and marketing materials available for purchase
- Annual Conference (there will be a cost to attend this event)
- Discounted pricing for repeating Planner Training events
- Use of a logo stating Certification level

Additionally, Certified Spending Planners have:

- Exclusive higher level access to the Spending Planners software
- A 30% commission payback from client online software subscriptions (commission will only be paid to a PayPal Account)
- Potential listing on the following websites: www.SpendingPlannersInstitute.com and www.FindASpendingPlanner.com *Conditions Apply – please see Appendix

FIRST YEARS' MEMBERSHIP

A one (1) year Membership to the Spending Planners Institute is granted automatically on successful completion of the Institute's Certified Spending Planner or Certified ParaPlanner Program. This first years' membership is free.

The only condition of the first year free Membership is that the Planner must have participated fully in, and completed, all of the Certification Training program.

ONGOING MEMBERSHIP AFTER THE FIRST YEAR

To continue to practice as a Planner, membership is contingent upon the following:

- Annual Membership Fee is paid
- The Planner maintains and acts in accordance with Spending Planners Institute ethics and guidelines
- Have demonstrated on an ongoing basis competency in respect to the Spending Planner systems and processes and the delivery of such systems and processes

MEMBERSHIP FEES

Renewal notices are sent annually, on the first (1st) day of the month in which membership is due for renewal. Fees are due and payable by the 21st day of the renewal month.

Membership is annual and a certificate of membership will be issued and sent at the end of the month, providing fees have been received.

If a Membership Fee is not paid on time, then late fees will be applied automatically.

If a Membership Fee is not paid on time, and additionally is not paid by the 7th day of the month after it was due, then the following will take place:

- A letter will be sent advising expiry of membership
- Access to the Spending Planner software will be removed
- The right to be a practicing Spending Planner / ParaPlanner will be removed
- The Spending Planners Institute will ensure the ongoing servicing of clients with as little disruption as possible to the clients
- The Spending Planners Institute will negotiate with the Spending Planner as to the course of action

CURRENT MEMBERSHIP FEES
First year – Free

Each year thereafter, at the advertised price

Certified Spending Planner - $165 (includes $15 GST) per year
Late payment for a Certified Spending Planner - $220 (includes $20 GST) per year

Certified ParaPlanner - $110 (includes $10 GST) per year
Late payment for a Certified ParaPlanner - $148.50 (includes $13.50 GST) per year

ONGOING DEMONSTRATION OF UNDERSTANDING OF THE BUSINESS MODEL
PLEASE NOTE that this will commence in October 2017.

In order to maintain the standards of the industry, and to ensure each Planner is upholding these standards, each year, at the time of membership renewal, Planners will be asked to undertake an assessment by the Spending Planners Institute. This assessment is designed to demonstrate the Planner's knowledge and understanding of the Institute, ethics, the business model and systems and processes.

This assessment will form part of the Renewal process and will be delivered online.

Should a Planner not demonstrate knowledge to the satisfaction of the Institute, the Planner will be required to undertake a full Certification course. This will be at the highly reduced rate as shown in the Resources Centre. (Please note - The re-Certification will NOT include a year's free membership.)

The Planner's certification will be suspended during the time until the re-Certification has been completed. The Spending Planners Institute will work with the Planner to ensure clients are not disadvantaged by this situation. Re-Certification must be completed within 120 days. If re-Certification is NOT completed within 120 days, then the Planner's membership will expire and the conditions listed under Expiry of Membership will apply.

ONGOING TRAINING

Currently, there are no ongoing training requirements for Planners. This position will remain under review and will be changed should it be determined by the Spending Planners Institute that a need for ongoing training by Planners is required.

However, Planners must demonstrate a proficiency with the business model in order to maintain their membership. This will be determined by a testing process which needs to be undertaken each year at the time of renewal of membership.

Due to ongoing changes in the industry, software upgrades, and growth of Planners, it is highly recommended that both Spending Planners and ParaPlanners complete the certification training at least every two (2) years. This is offered to Planners at a highly reduced cost and will ensure Planners are kept up to date.

BUSINESS MATTERS

In the interests of maintaining a high standard and level of integrity, the following applies to all Certified Spending Planner businesses:

- A Spending Planner business is only to be undertaken by a Spending Planners Institute Certified Spending Planner.

- The training and certification of a Planner only applies to an individual, not a business, partnership or other organisation, and is non-transferrable

- The business belongs wholly and solely to the Certified Spending Planner and as such, is a sellable, and willable business

- It is between the seller and the owner as to how trailing commissions on the Spending Planner software are handled. Should these be split (ie, the buyer retains software only clients and the buyer retains current clients), then there will be a fee payable to the Institute to set up the split. Contact the Institute to obtain details.

- If a Spending Planner business is sold or passed on, the new owner must complete Certification Training prior to take-over of that business. The cost of the Certification Training will be at the current full advertised price. The system account login will not be activated for the new owner until this condition has been met

- A Spending Planner must maintain their membership to the Spending Planners Institute in order to continue to access software and other membership benefits

- It is a condition of certification and membership that any Certified Spending Planner who hires staff must ensure that any staff member working with clients on the Spending Planner systems, processes and Spending Planner software must ensure that that staff member is qualified at least at the minimum level being a Certified Paraplanner

SUB GROUPS / FACEBOOK GROUPS / REGIONAL GET TOGETHERS and the like
The Spending Planners Institute understands, supports and encourages, Planners to come together in groups to share ideas, support each other, grow and network.

In order to maintain the standards of the Spending Planners Institute, members of these groups, or those wishing to form a group, must advise the Spending Planners Institute of the group, the nature of the group, and the goals of the group.

The Spending Planners Institute will provide support at its discretion to these groups and will monitor them to ensure that Planners are appropriately represented through the formation of these groups.

RECOMMENDED RETAIL PRICING
Each Certified Spending Planner understands that the Institute presents a recommended retail price schedule, but has no jurisdiction whatsoever with what each Spending Planner charges.

However, all Spending Planners agree to act in the best interests of the industry, the Institute, and other Spending Planners when considering pricing schedules.

THE “SPOTY” AWARD - SPENDING PLANNER OF THE YEAR
Each year a Certified Spending Planner will be chosen and awarded the title of “Spending Planner Of The Year”.

The recipient of this Award will be chosen from all Spending Planners and will typically show outstanding performance in client attraction, client retention, excellence in customer service, and commitment to the ethos of the Spending Planners Institute.

Ideally, they will also have contributed to the growth of other less experienced Spending Planners by encouraging them and supporting them where possible.

This Award will be at the discretion of Spending Planners Institute Founder/Director David Wright.

THE “ONSPOTY” AWARD - OUTSTANDING NEW SPENDING PLANNER OF THE YEAR
Each year a Certified Spending Planner will be chosen and awarded the title of “Outstanding New Spending Planner Of The Year”.

The recipient of this Award will be chosen from a training group who completed training (including Post Event Training – the 7 week Kickstart) in the previous calendar year and will typically show outstanding performance in client attraction, client retention, excellence in customer service, and commitment to the ethos of the Spending Planners Institute. This Award will be solely based on the Spending Planner’s performance during the 7 Week Kickstart program.

This Award will be at the discretion of Spending Planners Institute Founder/Director David Wright.

OTHER AWARDS
It is envisaged that in time, further awards will be made available.

ANNUAL CONFERENCE

The Spending Planners Institute will hold an Annual Conference around January each year. This Conference will be at the expense of the Spending Planner.

The Annual Conference is intended to provide, but is not limited to, the following:

- Networking opportunities
- Updates on systems and processes
- Updates on software delivery
- Professional development
- An Awards Dinner

BUSINESS SUCCESSION PLAN / BUY BACK
In the event of a death of a Spending Planner, or a Spending Planner retiring or wishing to sell their business, and the business being unable to be passed onto a Certified Spending Planner, the Spending Planners Institute agrees to consider absorbing all or part of the business and will pay the following to the estate / seller of the business (please note that this is based on figures as at the date of this Guidelines document).

The Spending Planners Institute will pay as follows:

- Software Subscription Commission Only Clients (ie, those clients who are not current paying clients of the Spending Planner but who have an ongoing online software subscription and are paying the monthly online software fee, for which the Spending Planner is receiving a trailing commission) – for each client, a sum of $36 including GST

- Paying Clients (ie, those clients are who currently paying the Spending Planner on an ongoing basis for the service of the Spending Planner) – for each client, 25% of the total income generated over the six (6) month period commencing from the date of acquisition

The Spending Planners Institute will make the following payments to the estate / seller:

1. On agreement to purchase all or part of the business, 10% of the estimated payment amount

2. At the time of takeover – a further 65% of the estimated payment amount

3. 90 days after takeover – the remainder of the payment, which will be adjusted to reflect revenue as it actually stands and is expected to be for the remainder of the agreed (6) month period

APPENDIX

CONDITIONS OF WEBSITE SPENDING PLANNER LISTINGS
(Refer Section MEMBERSHIP / Membership Inclusions)

The following Conditions apply to website listings for paid up members of the Institute.

For the website http://www.SpendingPlannersInstitute.com/find-one/

Listings on this page will be at the discretion of Institute Founder David Wright and will be based on (but not limited to) the following:

- Limited to top performers and award winners ONLY
- Must be a paid up Current Member
- Must be practicing and have a current client base
- Acts with, and abides by, the ethics of the Institute
- Provides exceptional customer service

For the website http://www.FindASpendingPlanner.com

Listings on this website will be at the discretion of Institute Founder David Wright and will be based on (but not limited to) the following:

- Must be a paid up Current Member
- Must be practicing and have a current client base
- Acts with, and abides by, the ethics of the Institute
- Provides exceptional customer service

Spending Planners will be listed in order of the number of clients they have. If a Spending Planner has no new clients for a period of three (3) or more months, OR the Spending Planner has NO clients whatsoever, the Institute reserves the right to remove their details from this site.

In the future, it is envisaged that there will be the ability for Spending Planners to pay for advertising space on this website. Conditions will apply.