

## PFA™ Designation Holder’s Agreement for 2022

### 2022 Designation Requirements

Your PFA designation (hereafter, “PFA”) must be renewed annually with The Institute for Advanced Financial Education (hereafter, “The Institute”). The requirements pursuant to this PFA Designation Holder’s Agreement (hereafter, “The Agreement”) for annual renewal include:

- an annual fee
- adherence to The Institute’s [Code of Professional Conduct & Disciplinary Procedures](#), and,
- a minimum of 20 continuing education (CE) credits each calendar year, one credit of which must be from a recognized Ethics program\*. Any deficiency in one year must be made up by the end of the next calendar year, in addition to the full year’s CE credits requirement. A minimum of 10 CE credits must be [accredited](#) by The Institute; a maximum of 10 CE credits can be [approved](#) by The Institute.

\*For more information, please visit [www.iafe.ca/CE](http://www.iafe.ca/CE).

### CE Audit

The Institute will commence auditing for CE credits for the 2022 calendar year in 2023. By renewing your PFA for 2022, you hereby agree to the terms of this Agreement — including the requirement to maintain sufficient CE credits for 2022 — and to be subject to a possible random CE audit in 2023.

## Reporting

### Bankruptcy, Disciplinary and Criminal Declarations

In the last 12 months, have you:

been declared bankrupt or made a voluntary assignment into bankruptcy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
been convicted or found liable in a criminal or civil proceeding involving fraud, misrepresentation or the misappropriation of funds?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
had any unresolved criminal charges or civil actions filed against you involving fraud, misrepresentation or the misappropriation of funds which may have been initiated during the 2021 calendar year or earlier?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
made an offer to settle or have settled a civil dispute during the 2021 calendar year involving fraud, misrepresentation or the misappropriation of funds?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
have been the subject of an investigation or disciplinary hearing conducted by an organization or self-regulatory body?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you have answered Yes to any of the above questions, you must provide a supplementary written explanation with full details of the matter(s) at hand. The Institute will review your submission and determine what impact, if any, this will have on your application for the PFA designation for 2022.

## 2022 PFA Designation – Agreement and Terms

I hereby apply for the PFA designation for the 2022 year with The Institute commencing the signed date of this application. I agree to fulfill the ongoing requirements of maintaining my status as a PFA designation holder in good standing with The Institute for 2022.

I understand that my submission of this renewal constitutes a 12-month agreement covering the period January 1, 2022, to December 31, 2022, and that, as a result, I am hereby committed to the payment of all fees associated with the PFA designation and its marks as well as their usage rights for the entire 12-month period. I understand that my failure to remit any portion of my full PFA fees at any time will impact my right to use the PFA marks and to hold myself out as a PFA designation holder. I understand that the enforcement of the PFA marks protects the reputations of the PFA designation and of PFA designation holders.

I agree to provide 60 days advance written notice to The Institute if I wish to cancel my PFA Designation with The Institute for the 2022 calendar year.

I have read and agree to abide by The Institute's [Code of Professional Conduct & Disciplinary Procedures](#) and understand that by entering into this Agreement for 2022, I am also subject to existing disciplinary procedures should a complaint involving allegations ever be filed against me with The Institute. I agree that The Institute has the right to enforce the [Code of Professional Conduct](#) against its designation holders.

Printed Name \_\_\_\_\_ Advocis ID# \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### 2022 PFA Fee

All fees must be submitted to The Institute. Fees are non-refundable and non-transferable. The PFA designation fee for 2022 is \$245.00 plus applicable taxes. Please note: If you are a member of Advocis in the [Practicing Advisor](#) category, [Manager Member](#) category, or [Newly Designated](#) category no additional designation dues will be charged. Fees can be paid in a one time fee, or on a monthly Pre-Authorized Payment plan (PAP). A \$3/month PAP fee plus applicable taxes will apply for those who wish to pay monthly.

### Payment Information

TOTAL AMOUNT (including applicable taxes): \$ \_\_\_\_\_

VISA  MasterCard  AMEX

#### ONE-TIME PAYMENT:

- I authorize Advocis, on behalf of The Institute, to charge my credit card for the total fee  
 I enclosed the following Certified/Company Cheque or Money Order  
(Payable to The Institute) for the total fee

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

#### MONTHLY PAP

- I authorize Advocis, on behalf of The Institute, to charge my credit card for the monthly amount  
Payment day options:  1<sup>st</sup> of the month  15<sup>th</sup> of the month

\_\_\_\_\_

Date \_\_\_\_\_

MONTHLY PAYMENT OPTION DISCLAIMER: By signing above, I acknowledge that I have read and agree with the terms of The Financial Advisors Association of Canada's (TFAAC) pre-authorized payment agreement and I authorize TFAAC, on behalf of Advocis and/or The Institute for Advanced Financial Education (The Institute) and/or GAMA International Canada, to debit my credit card monthly for the amount of 1/12th of the full annual renewal fees plus the monthly administration fee (currently \$3) plus applicable GST/HST. I understand that this amount may change and that TFAAC will attempt to provide reasonable notice, and I waive my right to such notice. All fees are non-refundable. A monthly payment that is returned as NSF will result in a \$25 NSF charge. In the case of joint account holders, I agree that notice to one account holder constitutes notice to the other account holder.

Please visit [www.iafe.ca](http://www.iafe.ca) for further details about Institute designation fees, or call 1.877.773.6765.

Fees do not include \$3/month PAP fee or applicable taxes.

Fees qualify under Section 18(1)(a) of the Income Tax Act, as a business expense in the year of payment.

### Send Completed Form To:

Payments by cheque or credit cards can be submitted using this address or fax number:

**Mail To:** The Institute  
10 Lower Spadina Avenue, Suite  
600

Toronto, ON M5V 2Z2

**Fax:** 416.444.8031