

Update 2023

Plan Sponsor Council of America

Continuing Education Policy

Purpose

PSCA members who have earned a PSCA designation have demonstrated the knowledge and skill required to support retirement plans. PSCA designation holders have committed to adhering to the principles and rules of the [ARA code of conduct](#). Designation holders also commit to an annual continuing education requirement designed to ensure that they continue to develop the knowledge and skill required to serve as competent and ethical professionals.

Continuing Education Requirements

Annual Continuing Education Requirement

PSCA designation holders must complete twenty-four (24) hours of Continuing Education (“CE”) every two (2) years. CE hours must meet the Continuing Education Content Standards outlined below.

When to Report

Each 2-year cycle for CPSP™ credential holders begins with an even-numbered year. For example, the current cycle is **2022-2023**.

If you earned your designation in 2022

For anyone who earned the credential in 2022, your requirement to earn CE in 2022 is 0. You will need to report **12** credits of CE by December 31, 2023, to maintain your designation. Your next 2-year cycle will begin on January 1, 2024 and you will need to earn **24** credits in that cycle.

See Chart Below for additional details:

Year Credential Earned	CE Cycle	Credits Required in Cycle
2022	2022 – 2023	12
	2024 – 2025	24
2023	2022 – 2023	0
	2024 – 2025	24
2024	2023 – 2024	0
	2024 - 2025	12

Continuing Education Content Standards

Reported CE must meet the following standards qualify for continuing education credit:

- Content must be developed by person(s) qualified in the subject matter.
- CE hours reported shall match the actual time on task rounded down to the nearest five (5) minute increment.
 - One (1.0) hour of CE is equivalent to 50 minutes of instruction or study time on task
 - After the first 50 minutes, CE hours may be accrued 5-minute increments where 5 minutes is equal to one tenth (0.1) CE credits.
 - CE will not be accepted for any event less than 45 minutes time on task. This is equivalent to a nine-tenths (0.9) CE threshold.

What to Report

The [Candidate Handbook](#) outlines the areas for which you'll need CE in detail. Below is a simplified explanation:

Domain	Credit Requirements	Topics
Ethics	2 credits	Fiduciary, Business Ethics
Relevant Topics	16 credits	Must satisfy one of the knowledge domains of the curriculum: <ul style="list-style-type: none"> • Plan Types & Considerations for Plan Design • Plan Operations • Behavioral Finance and Employee Engagement • Fiduciary Duties • Investment Concepts • Vendor Management • Testing and Compliance
Professional Development	6 credits	Finance, Human Resources, Benefits, Professional Skill Development, Volunteer Work, Authoring Content, Presenting Content for Relevant Topics CPE

PSCA plans on offering a session relating to ethics/fiduciary issues during every PSCA National Conference, held typically in the spring of each year. Attending the National Conference can earn you almost half the credits you need in that 2-year cycle.

Reporting Requirements

Third-Party CE

- Designation holders are responsible for reporting third-party CE activity using the PSCA CE reporting system.
- Records of completion of third-party CE must be maintained by the designation holder for a minimum of two (2) calendar years following the calendar year for which the CE credit is reported.
- Third party CE is subject to audit.

PSCA Provided CE

- PSCA will record CE credit for participation in PSCA CE events.
- PSCA will ensure that PSCA provided CE meets both continuing education content standards and addresses retirement plan related Relevant Topics.

Compliance and Audit

The audit of third-party CE is conducted for the benefit of all PSCA members and credential holders. The CE audit process demonstrates PSCA's ongoing commitment to professionalism and the integrity of the program. The CE audit process helps ensure compliance with the CE policy, but more importantly, will help PSCA identify opportunities to continuously improve the CE program.

The Audit Process

PSCA will conduct an annual audit of reported third-party CE. The audit will encompass a randomly selected representative sample of designation holders who reported third-party CE the prior calendar year. Designation holders who are randomly selected for the CE audit will be asked to provide suitable documentation to substantiate the claim that reported third-party CE meets the Continuing Education Content Standards. In general, the documentation must demonstrate:

- The content was developed by a subject matter expert with expertise pertinent to the subject matter
- Time on task for the CE credit awarded
- The member has successfully completed or participated in the entire program

The designation holder subject to audit will also be asked to provide a description of the CE session for any third-party CE reported to satisfy the ethics or retirement plan related Relevant Topic requirement.

Suspension of Designation

PSCA designations may be suspended for the following reasons:

- Failure to comply with the PSCA Continuing Education Policy
- Failure to pay PSCA credential maintenance fee as applicable
- Violation of the [ARA Code of Conduct](#)

Failure to comply with the PSCA Continuing Education Policy

Designation holders will have until March 1 of each calendar year to report CE for the prior calendar year CE cycle. PSCA provided CE earned prior to March 1st of each calendar year may be applied to the CE reporting cycle for the prior calendar year. In no case will CE be recorded for more than one CE reporting cycle. If the failure to comply with the PSCA Continuing Education Policy results from the audit of third-party CE, the designation holder will have 60 days from the date of notification to correct the deficiency.

Failure to renew PSCA membership or PSCA credential maintenance fee

Designation holders are expected to remain PSCA members in good standing and make timely payment of any designation maintenance fee that may be required by PSCA. Failure to pay any required fees prior to March 1 of each calendar year will result in suspension of the designation.

Violation of the PSCA Code of Conduct

Suspension and or revocation of designations due to actual or reported violation of the PSCA Code of Conduct is addressed in the PSCA Code of Conduct Disciplinary Procedures.

Revocation of Designation

The designation will be revoked for designation holders who do not correct the deficiency or deficiencies that initiated the suspension of the designation within the parameters outlined in this policy statement and/or any communications from PSCA regarding the suspension of designation.

If the designation is revoked, all PSCA records and reports will be updated to reflect the revocation. This may include updating the designation holder database available to the public.

Reinstatement

Reinstatement may be granted if the following conditions are met prior to the end of the calendar year following the calendar year a designation is suspended or revoked:

- The reinstatement application and new membership application is submitted,
- Required fees including membership, credential maintenance and reinstatement fees are paid in full, and
- Documentation is provided demonstrating required CE has been earned in the 12 months preceding the submission of reinstatement application.