



Certified IRA Specialist™

Requirements to Earn the Designation

Educational and Testing Requirements

To earn the Certified IRA Specialist™ designation, the candidate must successfully complete the following two courses offered by the Broyles-Leadem Institute:

1. Capturing IRA Rollovers

This comprehensive course prepares the financial advisor to identify key issues facing clients and prospects who are receiving benefits from their employer-sponsored retirement plans. The course's objective is to equip the financial advisor with the knowledge to help clients understand and think through their options.

Topics covered include:

- Eligible rollover distributions from employer-sponsored retirement plans: qualified plans, IRA-based plans, 403(b) plans, Section 457 plans
- Options for receiving benefits from qualified plans
- Taking periodic benefits versus taking a lump sum payment
- Advantages and disadvantages of IRA rollovers
- For early retirees: "Section 72(t)" distributions
- Tax consequences of keeping a distribution
- Issues to consider when receiving distributions from two or more plans
- Premature distributions penalty tax and exceptions
- Special circumstances when employer securities are included in a lump sum distribution (taxation of NUA)
- Roth IRA conversions

The course also provides instruction on how best to communicate this critical information to clients in a manner that maximizes their understanding.

Requirements to Use the Designation

Once earned, to use the Certified IRA Specialist™ designation, the advisor must meet the following requirements:

1. Adherence to the Broyles-Leadem Institute code of ethics.

Advisors who earn the Certified IRA Specialist™ designation are expected to adhere to the highest ethical standards when working with clients and other members of the public.

2. Completion of future continuing education requirements.

As part of your license, you will be asked to complete continuing education requirements to ensure you maintain your knowledge base.

To fulfill the completion requirements of this comprehensive course, the student must pass a challenging 40-question multiple-choice exam. A passing score of 70% correct is required.

Estimated time commitment: 20 hours.

2. IRA Strategic Planning

This comprehensive course prepares the financial advisor to help clients understand and take advantage of key IRA distribution strategies that can help them achieve their retirement and estate planning goals.

While the course focuses on one type of asset—IRAs—a wide spectrum of relevant estate planning issues are covered:

- Required minimum distributions during the owner's lifetime
- Issues to consider in choosing beneficiaries
- Distribution options for spouse and nonspouse beneficiaries
- Effects of beneficiary designations on estate taxes
- Disclaimer strategies
- Trusts as IRA beneficiaries
- Successor beneficiaries

The course also provides instruction on how best to communicate this critical information to clients in a manner that maximizes their understanding.

To fulfill the completion requirements of this comprehensive course, the student must pass a challenging 40-question multiple-choice exam. A passing score of 70% correct is required.

Estimated time commitment: 20 hours.

3. Payment of annual licensing fee. (Fee is waived the first two years after earning the designation.)

This fee pays for costs associated with ethics enforcement, promotion of public awareness of the designation, and email alerts to keep you posted as to changes in the law and the latest marketing ideas that are working.



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