



BOOK MELISSA NOW!

Updated Ethics for CFP® Professionals

FPA Chapters | VIRTUAL COURSE

Email completed form to Marie@PremiumOrganization.com

Contact Information

Chapter Name	Contact Name
Contact Email	Contact Cell Phone

Event Information

Virtual Meeting PLATFORM

FPAGP Chapter Zoom Room (see Terms, below, for info)

Host to provide Platform Name (or indicate Unknown)

Course Host Location (City, State)

Requested Date(s)

Course Start Time Requested

Anticipated Attendance

Signature (with contracting authority)

Date

TIME ZONE (see map)

Eastern

Central

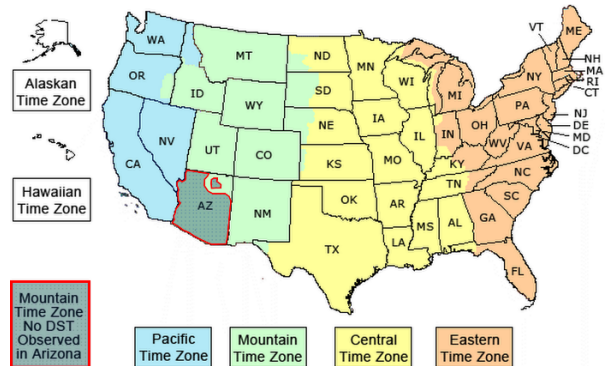
Mountain

Pacific

Course Organizer (day of event)

Organizer Cell Phone

Organizer Email



Terms:

PLEASE NOTE: If utilizing FPAGP Zoom Room, your chapter is responsible for all administrative details necessary to run the course, leaving Melissa free to present the material.

Fees and charges:

- Fees payable to Melissa A. Kemp: Course delivery charge of \$350; this includes access to Zoom and the Mentimeter interactive platform used during the class.
- Fees payable to FPA of Greater Phoenix: Administrative fee [\$100: up to 100 attendees; \$150: 101-200 attendees; \$200: over 200 attendees] covers costs of filing, verifying and supporting CE ethics credits for attendees. FPAGP provides customer service on any gaps or problems, maintains the approved course status, and keeps archives and records in the event of course or attendee audit. PLUS final invoice will include separate charge for the per person fee as outlined in the CFP Board's new CE reporting fee schedule.

Fees quoted are current as of the signature date and good for 6 months. If the booking date selected is more than 6 months away, we reserve the right to inform you of any fee or reimbursement changes and your option to retain or cancel this booking.

Payment is due within 5 business days of invoicing (late payments will be assessed an additional fee).

Cancellation policy:

- ▶ >30 days out: no fee
- ▶ <30 >15 days out: 25% fee
- ▶ <=15 days' out: 50% of fee
- ▶ *If rescheduled to a date within 90 days of original date, no cancelation fee is due.

Melissa Kemp acceptance of Ethics Course booking _____ Date _____