

**Brochure Supplements  
for  
Wealth Financial Advisory Services, LLC  
Sub-advisory Relationship**

March 25, 2014

**Savant Capital, LLC  
dba Savant Capital Management**

SEC File No. 801-43144

190 Buckley Drive  
Rockford, IL 61107

Phone: 815-227-0300  
Email: [info@savantcapital.com](mailto:info@savantcapital.com)  
Website: [www.savantcapital.com](http://www.savantcapital.com)

This brochure supplement provides information about Savant Capital, LLC dba Savant Capital Management investment managers and investment advisors that supplements the Savant brochure. You should have received a copy of that brochure. If you did not receive a Savant brochure or if you have any questions about the contents of this supplement, please contact us at [info@savantcapital.com](mailto:info@savantcapital.com).

Additional information about Savant Capital, LLC is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).



## Table of Contents

|   |    |
|---|----|
| Founder .....   | 4  |
| Thomas A. Muldowney, CLU <sup>®</sup> , ChFC <sup>®</sup> , CFP <sup>®</sup> , CRC <sup>®</sup> , CMP <sup>®</sup> , AIF <sup>®</sup> ..... | 4  |
| Investment Committee.....   | 6  |
| Brent R. Brodeski, CPA, CFP <sup>®</sup> , CFA <sup>®</sup> , AIFA <sup>®</sup> .....   | 6  |
| Richard A. Bennett, AIF <sup>®</sup> , CFP <sup>®</sup> .....   | 8  |
| Glenn G. Kautt, CFP <sup>®</sup> , EA, AIFA <sup>®</sup> .....  | 10 |
| Adam W. Larson, CFA <sup>®</sup> .....  | 12 |
| Gina M. Beall, CIMA <sup>®</sup> .....  | 13 |
| Director of Advisory and Business Development .....   | 15 |
| David F. Barton, CLU <sup>®</sup> , ChFC <sup>®</sup> .....   | 15 |
| Investment Research & Trading .....   | 16 |
| Derek A. Carter, CFP <sup>®</sup> .....   | 16 |
| Kevin M. Hrdlicka, CFP <sup>®</sup> , CFA <sup>®</sup> .....  | 17 |
| Financial Planning .....  | 18 |
| Tawn M. Jacobs, CPA/PFS, CFP <sup>®</sup> .....   | 18 |
| Jessica L. Knudsen, CFP <sup>®</sup> , CSR <sup>®</sup> .....   | 20 |
| Ryan G. Monette, CFP <sup>®</sup> , ChFC <sup>®</sup> .....   | 21 |
| Supervision.....  | 22 |
| Appendix A: Professional Designations - Qualifications and Related Criteria .....   | 23 |

## Founder

### **Thomas A. Muldowney, CLU<sup>®</sup>, ChFC<sup>®</sup>, CFP<sup>®</sup>, CRC<sup>®</sup>, CMP<sup>®</sup>, AIF<sup>®</sup>**

Thomas A. Muldowney (b. 1952) is Chairman of the Board (COB), a Principal and a financial advisor of Savant Capital, LLC. SCMI, Inc. (formerly known as Savant Capital Management, Inc.) is the owner of Savant Capital, LLC. He has been involved in the banking, investment, insurance and financial services industries since 1983. Tom has taught consumer education courses at Rock Valley and Sauk Valley Community Colleges. He has served as a contributing author for the *"Elder Law Portfolio Series"* published by the Law and Business Division of Wolters and Kluwer through Aspen Publishers. Tom's topics include "Financial Planning for the Elderly" and "Postmortem Estate Planning."

Tom earned a Bachelor of Arts degree from Rockford College and a Masters in Financial Services (MSFS) from the American College. He is a Chartered Life Underwriter<sup>®</sup> (CLU<sup>®</sup>), Chartered Financial Consultant<sup>®</sup> (ChFC<sup>®</sup>), Certified Retirement Counselor<sup>®</sup> (CRC<sup>®</sup>), Certified Financial Planner<sup>™</sup> (CFP<sup>®</sup>), Certified Medical Planner<sup>™</sup> (CMP<sup>®</sup>), and an Accredited Investment Fiduciary<sup>®</sup> (AIF<sup>®</sup>).

Tom is and has been an active member of many professional organizations including: National Association of Personal Financial Advisors (NAPFA), the Financial Planning Association (FPA), and the Society of Financial Service Professionals (FSP). From 2004-2008, Tom represented Savant on Medical Economics magazine's list of "Top 150 Best Financial Advisers for Doctors." He is a former member of the TD Ameritrade Advisory Panel and is a member of the Association of Fundraising Professionals. The local, national, and industry media frequently seek out and quote him.

Tom is a chair of the Finance Committee and board member for the St. Anthony Medical Center Foundation, chair of the Investment Committee and treasurer of the Boylan Education Foundation Board of Directors, and is the vice-chairman on the Board of Trustees for Rockford College. Tom is a former board member of the Discovery Center Museum.

A lifelong Catholic, Tom is a member of Equestrian Order of the Holy Sepulchre of Jerusalem, and has been awarded the Order of St. Gregory by the Secretary of State of Vatican City through the aegis of His Excellency, Bishop Thomas G. Doran. In 2010, Tom was honored with the "Spirit of Caring" award by Crusader Community Health. Tom serves as a mentor to Savant's financial advisors.

### **Educational Background**

|                                      |      |
|--------------------------------------|------|
| M.S.F.S., Financial Services         |      |
| American College, Bryn Mawr, PA      | 1985 |
| B.A., Rockford College, Rockford, IL | 1974 |

**Professional Designations and Licenses**

|   |      |
|---|------|
| Accredited Investment Fiduciary® (AIF®) | 2007 |
| Certified Medical Planner (CMP®)        | 2004 |
| Certified Retirement Counselor (CRC®)   | 2004 |
| Certified Financial Planner™ (CFP®)     | 1987 |
| Chartered Financial Consultant® (ChFC®) | 1982 |
| Chartered Life Underwriter (CLU®)       | 1978 |

**Business Background**

|  |                 |
|--|-----------------|
| Financial Advisor, Savant Capital, LLC                               | 01/2012–Present |
| Financial Advisor, Savant Capital Management, Inc.                   | 01/1986–01/2012 |
| Registered Investment Advisor  | 05/1984–12/1992 |
| Sales Agent, Massachusetts Mutual Life Ins. Co.                      | 08/1974–01/1986 |
| Registered Representative, MML Investors Service, Inc.               | 01/1983–01/1986 |
| Special Financial Services Agent, American National Bank & Trust Co. | 01/1983–01/1986 |

**Disciplinary Information**

Mr. Muldowney does not have any disciplinary action to report. Public information concerning Mr. Muldowney's registration as an investment adviser representative may be found by accessing the SEC's public disclosure site at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

**Other Business Activities**

Mr. Muldowney is an owner of SCMI, Inc., which is an owner of Savant Capital, LLC.

**Additional Compensation**

Other than as described above, Mr. Muldowney does not receive any additional compensation for investment advisory services.

## Investment Committee

### **Brent R. Brodeski, CPA, CFP<sup>®</sup>, CFA<sup>®</sup>, AIFA<sup>®</sup>**

Brent R. Brodeski (b. 1967) is Chief Executive Officer (CEO), a Principal and a financial advisor of Savant Capital, LLC. SCMI, Inc. (formerly known as Savant Capital Management, Inc.) is the owner of Savant Capital, LLC. He has been involved in the financial services industry since 1988. He has previously taught investment and finance courses at Rock Valley College, Rockford College, and Northern Illinois University.

Brent earned a Bachelor of Science degree in finance and economics and an MBA, with an emphasis in accounting, from Northern Illinois University. He is a Certified Public Accountant (CPA), Certified Financial Planner<sup>™</sup> (CFP<sup>®</sup>), Chartered Financial Analyst (CFA), and an Accredited Investment Fiduciary Analyst<sup>®</sup> (AIFA<sup>®</sup>).

Brent was formerly the president of the Illinois CPA Society and a board member of the Northern Illinois Estate Planning Council. He is a co-founder and the past president of Zero Alpha Group (ZAG), an industry association and was an officer of Stateline Angels, an angel investment group. He was also a long-term participant in Vistage (previously known as TEC), and The Strategic Coach<sup>™</sup>. He is currently a member and board member of Young President's Organization (YPO) and serves on the boards of several community organizations and the Northern Illinois University Foundation.

Brent received the Distinguished Finance Alumnus Award from Northern Illinois University. He represented Savant for the seventh year on *Barron's* list of the "Top 100 Independent Financial Advisors" in the country. From 1997 until the survey ended in 2008, Brent represented Savant on *Robb Report Worth* magazine's "The Nation's 100 Most Exclusive Wealth Advisors" list. He was named by *Chicago* magazine as the #1 independent financial advisor in the Chicagoland area in 2009 and as one of the nation's top professional advisors in *J.K. Lasser's*. In 2011, Brent was ranked the 10<sup>th</sup> "Most Experienced Financial Advisor" in the nation by Bloomberg *BusinessWeek*. Brent is regularly featured in the *Wall Street Journal* and is often quoted by local, national, and industry media.

### **Educational Background**

|   |                  |
|---|------------------|
| M.B.A., Finance & Accounting emphasis           |                  |
| Northern Illinois University, DeKalb, IL        | 1991             |
| B.S., Finance; minor in Economics               |                  |
| Northern Illinois University, DeKalb, IL        | 1988             |
| Leading Professional Services Firm's Seminar    | 2011             |
| Harvard Business School/YPO President's Seminar |                  |
| Harvard Business School, Boston, MA             | 2010, 2012, 2013 |

**Professional Designations and Licenses**

|  |      |
|--|------|
| Accredited Investment Fiduciary Analyst™ (AIFA®) | 2007 |
| Chartered Financial Analyst® (CFA®)              | 1993 |
| Certified Public Accountant (CPA)                | 1992 |
| Certified Financial Planner™ (CFP®)              | 1992 |

**Business Background**

|   |                 |
|---|-----------------|
| Financial Advisor, Savant Capital, LLC                                | 01/2012–Present |
| Financial Advisor, Savant Capital Management, Inc.                    | 12/1992–01/2012 |
| Registered Representative/Financial Principal, Bates Securities, Inc. | 05/1989–09/1992 |
| Financial Advisor, George E. Bates & Associates, Inc.                 | 05/1989–09/1992 |
| Agent, Franklin Life Insurance Company                                | 05/1988–04/1989 |

**Disciplinary Information**

Mr. Brodeski does not have any disciplinary action to report. Public information concerning Mr. Brodeski's registration as an investment adviser representative may be found by accessing the SEC's public disclosure site at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

**Other Business Activities**

Mr. Brodeski is an owner of SCMI, Inc., which is an owner of Savant Capital, LLC.

Mr. Brodeski serves as an officer of the Zero Alpha Group, LLC ("ZAG"). ZAG members share a common investment philosophy based on the principles of *Modern Portfolio Theory*, which emphasizes passive investment strategy. ZAG members are geographically diverse and meet periodically to share investment information, strategic and marketing plans, and research related to passive investment management.

**Additional Compensation**

Other than as described above, Mr. Brodeski does not receive any additional compensation for investment advisory services.

## **Richard A. Bennett, AIF<sup>®</sup>, CFP<sup>®</sup>**

Richard A. Bennett (b. 1963) is Chief Operations Officer (COO), a Principal and a financial advisor of Savant Capital, LLC. SCMI, Inc. (formerly known as Savant Capital Management, Inc.) is the owner of Savant Capital, LLC. He began his career as a trust officer and financial advisor in 1985.

Prior to joining Savant, Dick was the Regional Director of Trust and Senior Vice President for Mercantile Bank, where he was responsible for supervising client investment portfolios and managing a \$350 million trust department.

Dick earned a Bachelor of Science degree in business administration from Eastern Illinois University. He is a Certified Financial Planner<sup>™</sup> (CFP<sup>®</sup>) and an Accredited Investment Fiduciary<sup>®</sup> (AIF<sup>®</sup>). He is also a graduate of the ABA National Trust School, the ABA National Graduate Trust School, and the Freeport Leadership Institute.

Dick serves on the board of the Forrestville Valley School Foundation, the YMCA of Rock River Valley and is a past board member of the Rockford Memorial Development Foundation and Heart of Memorial Trust. He served as a past president and a founding board member of the Freeport Public Library Foundation.

### **Educational Background**

|  |      |
|--|------|
| ABA National Graduate Trust School                         | 1989 |
| ABA National Trust School                                  | 1987 |
| McKay Barlow Company Retirement Training Program           | 1986 |
| B.S., Business Administration, Eastern Illinois University | 1985 |

### **Professional Designations and Licenses**

|  |      |
|--|------|
| Accredited Investment Fiduciary <sup>®</sup> (AIF <sup>®</sup> ) | 2007 |
| Certified Financial Planner <sup>™</sup> (CFP <sup>®</sup> )     | 2004 |

### **Business Background**

|   |                 |
|---|-----------------|
| Financial Advisor, Savant Capital, LLC                            | 01/2012–Present |
| Financial Advisor, Savant Capital Management, Inc.                | 06/1998–01/2012 |
| Senior Vice President and Trust Officer, Mercantile Bank          | 03/1991–06/1998 |
| Assistant Vice President and Trust Officer<br>First American Bank | 11/1989–03/1991 |
| Trust Officer, Palmetto Bank                                      | 09/1988–11/1989 |
| Premier Trust Services  | 05/1985–9/1988  |

### **Disciplinary Information**

Mr. Bennett does not have any disciplinary action to report. Public information concerning Mr. Bennett's registration as an investment adviser representative may be found by accessing the SEC's public disclosure site at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).



**Other Business Activities**

Mr. Bennett is an owner of SCMI, Inc., which is an owner of Savant Capital, LLC.

**Additional Compensation**

Other than as described above, Mr. Bennett does not receive any other compensation for investment advisory services.

## Glenn G. Kautt, CFP<sup>®</sup>, EA, AIFA<sup>®</sup>

Glenn Kautt (b. 1948) is Vice Chairman of the Board, a Principal, and a financial advisor for Savant. Engaged in financial planning and consulting since 1981, Glenn Kautt received his MBA from Harvard Business School and is a President's Distinguished Scholar graduate of Purdue University.

He is a member of the Financial Planning Association (FPA), the National Association of Enrolled Agents, is a Graduate Fellow of the National Tax Practice Institute and an Accredited Investment Fiduciary Analyst<sup>™</sup>. He currently serves on the Charles Schwab Advisor Services Advisory Board. He is a former Chairman of the Financial Planning Association of the National Capital Area. He was a member of the Board of Trustees of the Foundation for Financial Planning for six years and chaired the Investment Committee for three years.

Glenn has been named repeatedly by *Barron's*, *Worth*, *Mutual Funds*, and *Medical Economics* magazines as one of the nation's top investment advisors. *Washingtonian* magazine recently again named Glenn to their list of top financial professionals in the greater Washington, D.C. metro area. J.K. Lasser's *New Rules for Estate and Tax Planning* continues to note Glenn on their "Top Professional Advisor" list.

Glenn is a recognized author, speaker, and expert in advanced financial planning techniques and business organization and development. He is a regular columnist for the industry's leading publication, *Financial Planning* magazine. A former member of the Editorial Advisory Board for the *Journal of Financial Planning*, he has four professional contributions published in the Journal. He authored the book *Stochastic Modeling: The New Way to Predict Your Financial Future*, a chapter in *The Invincibility Shield for Investors* with other leading financial planners, and contributed to *Secrets of the Wealth Makers* by Michael Lane.

Glenn has appeared on national television including PBS, CNBC, CNN, Fox News and Bloomberg, and is regularly quoted in financial industry publications, *USA Today*, *Newsweek*, the *Wall Street Journal*, and other publications. Presenting to audiences for over 40 years, he continues to speak on advanced financial planning and wealth management topics to professionals across the country.

Glenn's prior professional experience includes being president of a nationally recognized wealth management firm, a principal in two other wealth management firms, and service as a U. S Naval Officer.

### Educational Background

|  |      |
|--|------|
| M.B.A., Harvard Business School, Cambridge, MA | 1979 |
| B.S. Purdue University, West Lafayette, IN     | 1973 |

### Professional Designations and Licenses

|   |      |
|---|------|
| Accredited Investment Fiduciary Analyst <sup>™</sup> (AIFA <sup>®</sup> ) | 2008 |
|---|------|

|                                     |      |
|-------------------------------------|------|
| Enrolled Agent (EA)                 | 1996 |
| Certified Financial Planner™ (CFP®) | 1987 |
| NASAA Series 63                     | 1985 |

### **Business Background**

|   |                 |
|---|-----------------|
| Financial Advisor, Savant Capital, LLC                                  | 06/2012–Present |
| President, Chief Compliance Officer,<br>The Monitor Group, Inc.         | 05/1999–06/2012 |
| President, Chief Compliance Officer,<br>TMG Investment Advisory Company | 09/2004–06/2012 |
| Managing Member, Chief Compliance Officer,<br>The Monitor Group, LLC    | 03/2008–06/2012 |
| President, Aviation Associates, Inc.                                    | 03/2004–Present |
| President, Kautt Financial Services, Inc.                               | 02/1992–04/1999 |

### **Disciplinary Information**

Mr. Kautt does not have any disciplinary action to report. Public information concerning Mr. Kautt's registration as an investment adviser representative may be found by accessing the SEC's public disclosure site at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

### **Other Business Activities**

Mr. Kautt is the owner of The Monitor Group, LLC, which is an owner of Savant Capital, LLC.

### **Additional Compensation**

Other than as described above, Mr. Kautt does not receive any additional compensation for investment advisory services.

## **Adam W. Larson, CFA®**

Adam W. Larson (b. 1978) is the Manager of Investment Research. He has been involved in the financial services and financial analyst industries since 2001. He is responsible for contributing to the management of Savant's investment strategy, conducting portfolio analysis, and managing investment processes for Savant's clients. He is a member of the Investment Committee and has authored various articles, papers, and commentaries that appear in Savant's newsletters and website.

Prior to joining Savant, Adam gained experience in finance and accounting working as a financial analyst for several local manufacturing companies. Adam earned a Bachelor of Science degree in finance with an emphasis in investments from Northern Illinois University. He is also a Chartered Financial Analyst® (CFA).

### **Educational Background**

|  |      |
|--|------|
| B.S., Finance, emphasis in Investments, Northern Illinois University, Dekalb, IL | 2000 |
|--|------|

### **Professional Designations and Licenses**

|                                     |      |
|-------------------------------------|------|
| Chartered Financial Analyst® (CFA®) | 2005 |
|-------------------------------------|------|

### **Business Background**

|  |                 |
|--|-----------------|
| Manager of Investment Research,<br>Savant Capital, LLC                 | 03/2012–Present |
| Investment Research Team Lead,<br>Savant Capital, LLC                  | 01/2012–03/2012 |
| Senior Investment Research Analyst,<br>Savant Capital Management, Inc. | 10/2007–01/2012 |
| Financial Analyst, Greenlee Textron                                    | 04/2007–10/2007 |
| Financial Analyst, Kerry Ingredients                                   | 12/2005–04/2007 |
| Financial Analyst, Hamilton Sundstrand                                 | 06/2001–12/2005 |

### **Disciplinary Information**

Mr. Larson does not have any disciplinary action to report. Public information concerning Mr. Larson's registration as an investment adviser representative may be found by accessing the SEC's public disclosure site at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

### **Other Business Activities**

Mr. Larson does not have any other business activities.

### **Additional Compensation**

Mr. Larson does not receive any additional compensation for investment advisory services.

## **Gina M. Beall, CIMA<sup>®</sup>**

Gina M. Beall (b. 1969) is a Lead Investment Research Analyst and a member of the Investment Research Team. She has been involved in the financial services industry since 1989. She is responsible for contributing to the management of Savant's investment strategy, conducting portfolio analysis and managing investment processes for Savant's clients. She is a member of the Investment Committee and has authored various articles, papers, and commentary that appear in Savant's newsletters and website.

Prior to joining Savant, she spent a number of years with a local trust and investment group where she served as a vice president, specializing in investment strategy research and advising high net worth individuals and institutional clients. She also worked as an institutional investment consultant, focused on providing investment manager research and asset allocation advice to pension plans, endowments, and foundations.

Gina earned a bachelor degree in business administration with an emphasis in finance from the University of San Diego and an MBA from DePaul University. She is also a Certified Investment Management Analyst<sup>SM</sup> (CIMA<sup>®</sup>).

### **Educational Background**

|  |      |
|--|------|
| M.B.A., DePaul University, Chicago, IL                 | 1998 |
| B.B.A. Finance, University of San Diego, San Diego, CA | 1991 |

### **Professional Designations and Licenses**

|  |      |
|--|------|
| Certified Investment Management Analyst <sup>SM</sup> (CIMA <sup>®</sup> ) | 2011 |
| NASAA Series 65  | 2009 |

### **Business Background**

|  |                 |
|--|-----------------|
| Lead Investment Research Analyst,<br>Savant Capital, LLC               | 01/2013–Present |
| Senior Investment Research Analyst,<br>Savant Capital, LLC             | 01/2012–01/2013 |
| Senior Investment Research Analyst,<br>Savant Capital Management, Inc. | 04/2010–01/2012 |
| Investment Strategist, AMCORE  | 01/2006–04/2010 |
| Consultant, Ennis Knupp & Associates                                   | 06/2005–01/2006 |
| Consultant, Ennis Knupp & Associates                                   | 08/1998–02/2004 |
| Private Client Services Associate,<br>Morgan Stanley & Co., Inc.       | 10/1993–08/1998 |
| Account Executive, San Diego Trust Securities                          | 02/1992–08/1993 |

Client Sales Assistant, Shearson Lehman Brothers  
Customer Service, Bank of America

07/1991-02/1992  
07/1989-07/1991

### **Disciplinary Information**

Ms. Beall does not have any disciplinary action to report. Public information concerning Ms. Beall's registration as an investment adviser representative may be found by accessing the SEC's public disclosure site at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

### **Other Business Activities**

Ms. Beall does not have any other business activities.

### **Additional Compensation**

Ms. Beall does not receive any additional compensation for investment advisory services.

## Director of Advisory and Business Development

### David F. Barton, CLU<sup>®</sup>, ChFC<sup>®</sup>

David F. Barton (b. 1954) is Director of Advisory and Business Development with Savant Capital, LLC.

#### Educational Background

|   |      |
|---|------|
| B.S., Business Administration, University of Mary, Bismarck, ND | 1976 |
|---|------|

#### Professional Designations and Licenses

|   |      |
|---|------|
| Board Certified in Estate Planning, Institute of Business and Finance | 2008 |
| Life, Health, Variable Contracts Insurance License, IL                | 2002 |
| Chartered Financial Consultant <sup>®</sup> (ChFC <sup>®</sup> )      | 1989 |
| Chartered Life Underwriter (CLU <sup>®</sup> )                        | 1985 |

#### Business Background

|  |                 |
|--|-----------------|
| Director of Advisory and Business Development,<br>Savant Capital, LLC                | 01/2012–Present |
| Director of Advisory and Business Development,<br>Savant Capital Management, Inc.    | 03/2011–01/2012 |
| Divisional Sales Manager, Second Vice President<br>Protective Life Insurance Company | 03/2006-03/2011 |
| Partner, Producers Financial Group Midwest   | 09/2002-03/2006 |
| Vice President Life and Annuity Division<br>Bankers Mutual Life Insurance Co.        | 08/1990-09/2002 |

#### Disciplinary Information

Mr. Barton does not have any disciplinary action to report. Public information concerning Mr. Barton's registration as an investment adviser representative may be found by accessing the SEC's public disclosure site at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

#### Other Business Activities

Mr. Barton is a member of C & F Vision Unlimited, a family limited partnership.

#### Additional Compensation

Mr. Barton does not receive any additional compensation for investment advisory services.

## Investment Research & Trading

### Derek A. Carter, CFP®

Derek A. Carter (b. 1973) is a Senior Investment Research Analyst with Savant Capital, LLC.

#### Educational Background

|   |      |
|---|------|
| M.B.A., Edgewood College, Madison, WI                         | 2002 |
| B.S., Political Science, University of Wisconsin, Madison, WI | 1995 |

#### Professional Designations and Licenses

|                                     |      |
|-------------------------------------|------|
| Certified Financial Planner™ (CFP®) | 2012 |
|-------------------------------------|------|

#### Business Background

|   |                 |
|---|-----------------|
| Senior Investment Research Analyst,<br>Savant Capital, LLC      | 03/2014–Present |
| Trader/Portfolio Coordinator<br>Savant Capital, LLC             | 01/2012–03/2014 |
| Trader/Portfolio Coordinator<br>Savant Capital Management, Inc. | 03/2008–01/2012 |
| Trader, Savant Capital Management, Inc.                         | 06/2003–03/2008 |

#### Disciplinary Information

Mr. Carter does not have any disciplinary action to report. Public information concerning Mr. Carter's registration as an investment adviser representative may be found by accessing the SEC's public disclosure site at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

#### Other Business Activities

Mr. Carter does not have any other business activities.

#### Additional Compensation

Mr. Carter does not receive any additional compensation for investment advisory services.



## **Kevin M. Hrdlicka, CFP<sup>®</sup>, CFA<sup>®</sup>**

Kevin M. Hrdlicka (b. 1986) is a Manager of Trading with Savant Capital, LLC.

### **Educational Background**

B.S., Business Administration, emphasis in Finance, minor in Economics,  
Truman State University, Kirksville, MO 2008

### **Professional Designations and Licenses**

Chartered Financial Analyst<sup>®</sup> (CFA<sup>®</sup>) 2012  
Certified Financial Planner<sup>™</sup> (CFP<sup>®</sup>) 2012

### **Business Background**

|  |                 |
|--|-----------------|
| Manager of Trading, Savant Capital, LLC  | 03/2014–Present |
| Manager of Trading and Investment Research Analyst,<br>Savant Capital, LLC     | 07/2013–03/2014 |
| Investment Research Analyst,<br>Savant Capital, LLC                            | 01/2012–07/2013 |
| Investment Research Analyst,<br>Savant Capital Management, Inc.                | 02/2011–12/2011 |
| Portfolio Management Systems Administrator,<br>Savant Capital Management, Inc. | 05/2008–02/2011 |
| Intern, Savant Capital Management, Inc.  | 05/2007–08/2007 |

### **Disciplinary Information**

Mr. Hrdlicka does not have any disciplinary action to report. Public information concerning Mr. Hrdlicka's registration as an investment adviser representative may be found by accessing the SEC's public disclosure site at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

### **Other Business Activities**

Mr. Hrdlicka does not have any other business activities.

### **Additional Compensation**

Mr. Hrdlicka does not receive any additional compensation for investment advisory services.

## Financial Planning

### Tawn M. Jacobs, CPA/PFS, CFP®

Tawn M. Jacobs (b. 1962) is the Manager of the Financial Planning and Tax Services with Savant Capital, LLC.

#### Educational Background

|   |      |
|---|------|
| M.S.T., DePaul University, Chicago, IL                    | 1992 |
| B.S. Accounting, Northern Illinois University, Dekalb, IL | 1989 |

#### Professional Designations and Licenses

|                                     |      |
|-------------------------------------|------|
| Personal Financial Specialist (PFS) | 2011 |
| Certified Financial Planner™ (CFP®) | 2000 |
| Certified Public Accountant (CPA)   | 1989 |

#### Business Background

|  |                 |
|--|-----------------|
| Manager of Financial Planning and Tax Services,<br>Savant Capital, LLC | 01/2013–Present |
| Director of Financial Planning, Savant Capital, LLC                    | 01/2012–01/2013 |
| Director of Financial Planning,<br>Savant Capital Management, Inc.     | 05/2004–01/2012 |
| Tax Preparation/Review, Siepert & Company                              | 02/2004–04/2004 |
| Tax Review, Loescher & Associates                                      | 02/2004–04/2004 |
| Tax Preparation/Review,<br>Diversified Financial Management Corp.      | 08/2002–08/2003 |
| Tax Preparation, RSM McGladrey, Inc.                                   | 01/2002–04/2002 |
| Registered Rep, Birchtree Financial Services, Inc.                     | 03/2001–05/2001 |
| Tax Manager, RSM McGladrey, Inc.                                       | 06/1997–05/2001 |
| CPA, Owner, Jacobs & Jacobs, CPA's                                     | 01/1994–05/1997 |
| Tax Accounting Officer, AMCORE Financial, Inc.                         | 05/1992–01/1994 |
| Senior Tax Specialist, KPMG Peat Marwick                               | 07-1989-05/1992 |

#### Disciplinary Information

Ms. Jacobs does not have any disciplinary action to report. Public information concerning Ms. Jacobs' registration as an investment adviser representative may be found by accessing the SEC's public disclosure site at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

#### Other Business Activities

Ms. Jacobs does not have any other business activities.

**Additional Compensation**

Ms. Jacobs does not receive any additional compensation for investment advisory services.

## **Jessica L. Knudsen, CFP<sup>®</sup>, CSR<sup>®</sup>**

Jessica L. Knudsen (b. 1979) is a Senior Financial Planner with Savant Capital, LLC

### **Educational Background**

B.S., Economics, emphasis in Finance, Rockford College, Rockford, IL 2001

### **Professional Designations and Licenses**

Certified Specialist in Retirement Planning<sup>SM</sup> (CSR<sup>®</sup>) 2009

Certified Financial Planner<sup>TM</sup> (CFP<sup>®</sup>) 2006

### **Business Background**

Senior Financial Planner, Savant Capital, LLC 03/2014–Present

Financial Planner, Savant Capital, LLC 01/2012–03/2014

Financial Planner, Savant Capital Management, Inc. 08/2004–01/2012

Cashier/Supervisor, Sam's Club 03/2002–12/2004

Paraplanner, American Express Financial Advisor 06/2001–04/2003

### **Disciplinary Information**

Ms. Knudsen does not have any disciplinary action to report. Public information concerning Ms. Knudsen's registration as an investment adviser representative may be found by accessing the SEC's public disclosure site at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

### **Other Business Activities**

Ms. Knudsen does not have any other business activities.

### **Additional Compensation**

Ms. Knudsen does not receive any additional compensation for investment advisory services.

## **Ryan G. Monette, CFP<sup>®</sup>, ChFC<sup>®</sup>**

Ryan G. Monette, (b. 1984) is an Assigned Planner with Savant Capital, LLC.

### **Educational Background**

|  |      |
|--|------|
| B.S., Finance, minor in Economics, Northern Illinois University,<br>DeKalb, IL | 2007 |
|--|------|

### **Professional Designations and Licenses**

|  |      |
|--|------|
| Chartered Financial Consultant <sup>®</sup> (ChFC <sup>®</sup> ) | 2013 |
| Certified Financial Planner (CFP <sup>®</sup> )                  | 2011 |

### **Business Background**

|  |                 |
|--|-----------------|
| Assigned Planner, Savant Capital, LLC.             | 01/2014–Present |
| Financial Planner, Savant Capital, LLC.            | 01/2012–01/2014 |
| Financial Planner, Savant Capital Management, Inc. | 01/2011–01/2012 |
| Trader, Savant Capital Management, Inc.            | 01/2008–01/2011 |
| Intern, Savant Capital Management, Inc.            | 05/2006–01/2008 |

### **Disciplinary Information**

Mr. Monette does not have any disciplinary action to report. Public information concerning Mr. Monette's registration as an investment adviser representative may be found by accessing the SEC's public disclosure site at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

### **Other Business Activities**

Mr. Monette does not have any other business activities.

### **Additional Compensation**

Mr. Monette does not receive any additional compensation for investment advisory services.

## Supervision

Supervision of Savant's Investment Advisory Representatives is performed by David Barton, Director of Advisory and Business Development, who reports to Richard Bennett, Chief Operating Officer of Savant Capital, LLC. Overall compliance supervision is performed by Cindy Freese in her capacity as Chief Compliance Officer of Savant Capital, LLC, through reviews of internal transaction and security holdings reports, electronic and physical correspondence, and other internal reports as mandated by the firm and its regulatory authorities. Mr. Barton, Mr. Bennett, and Ms. Freese can be reached at 815-227-0300.

## Appendix A: Professional Designations - Qualifications and Related Criteria

### Accredited Investment Fiduciary<sup>®</sup> (AIF<sup>®</sup>)

Administered by fi360, the Accredited Investment Fiduciary<sup>®</sup> (AIF<sup>®</sup>) professional designation is the industry's first and only designation that demonstrates knowledge and competency in the area of fiduciary responsibility, and communicates a commitment to standards of investment fiduciary excellence. Holders of the AIF<sup>®</sup> mark have successfully completed a specialized program on investment fiduciary standards and subsequently passed a comprehensive examination.

AIF designees have a reputation in the industry as being the best positioned to implement a prudent process into their own investment practices, as well as being able to assist others in implementing proper policies and procedures. For this reason, the AIF was named one of the "Ten Most Wanted" designations in the investment industry in *Financial Planning* magazine.

**Curriculum** The AIF program is offered in three distinct training formats: candidates may complete a Web-based Program; a Capstone Program (blended learning experience that combines the Web-based Program with a 1-day classroom session); or a Custom Program. The various training formats cater to the needs of the busy professional, yet deliver the same curriculum. Each format concludes with an examination in order to apply for and earn the AIF designation.

**Examination Requirements** Candidates for the AIF designation will be required to take a 90-minute, closed-book accreditation exam that must be passed with a 75% or better. The examination is administered at the conclusion of training for Capstone participants, and as an online examination for Web-based participants. Please note that a proctor is required for online examinations. At the end of the program, students need to submit a designee application with the first annual payment of the designation fee, and agree to abide by the designation's Code of Ethics in order to earn the AIF designation.

**Additional Requirements** Once accredited, AIF designees have the following annual obligations:

- Sign and agree to abide by a Code of Ethics
- Complete appropriate continuing education requirements
- Submit a renewal application along with the annual dues

**Continuing Education Requirements** AIF designees are required to complete six hours of continuing education annually. The continuing education offerings are conveniently provided online via downloadable audio recordings and podcasts. This service is provided as part of the annual dues and requires no additional charge. Two hours may be fulfilled from outside sources.

## Accredited Investment Fiduciary Analyst™ (AIFA®)

Administered by fi360, the Accredited Investment Fiduciary Analyst™ (AIFA®) professional designation is the first and only designation that focuses on the process of conducting fiduciary assessments. The AIFA designation not only signifies the same thorough knowledge of the prudent process for investment fiduciaries that the AIF designation represents, but also the ability to perform assessments of that process. AIFA designees' primary function is to perform, or assist in, assessments of an investment steward's, advisor's, or manager's conformance to a Global Fiduciary Standard of Excellence using fi360's ISO-like procedure of assessment. AIFA designees possess the ability and knowledge to advise clients of deficiencies in investment processes. It is also the required mark to perform a CEFEX Fiduciary Certification, the independent recognition of a fiduciary's conformity to all fiduciary practices and criteria.

**Prerequisites** To become an AIFA, one must have graduated from fi360's AIF training. In addition, there are specific prerequisite work experiences.

**Curriculum** The AIFA program is offered as a 3-day classroom-based program conducted at several universities and training facilities across the world. The classroom program uses a traditional style of instruction, incorporating and encouraging class participation throughout the program. Team and individual exercises are part of the program structure as well as team presentations of exercise findings and conclusions. All class participation, including group and individual exercises, carry weight in the grading process.

The course focuses on the process of conducting fiduciary assessments. It addresses new audit requirements under the Pension Protection Act of 2006 and enables those who attain the AIFA designation to conduct assessments leading to certifications of adhering to Global Fiduciary Standards of Excellence. Instructors teach participants the four steps that comprise the standard, the practices, and the criteria necessary to fulfill each step, and the assessment techniques to verify conformity to the standard.

The course culminates with an accreditation exam for those wishing to obtain the AIFA designation. The evaluation of your success in the program is based on three main factors: AIFA quiz, the final exam, and participation.

**Additional Requirements** Once accredited, AIFA designees have the following obligations:

- Sign and agree to abide by a Code of Ethics.
- Complete appropriate continuing education requirements.
- Maintain current contact information in fi360's designee database.
- Remit annual dues.
- **Continuing Education Requirements** AIFA designees are required to complete 10 hours of continuing education annually. The continuing education offerings are conveniently provided online via downloadable audio recordings and podcasts. This



service is provided as part of the annual dues and requires no additional charge. Two hours may be fulfilled from outside sources.

## **Certified Financial Planner™ (CFP®)**

The CFP® certification process, administered by CFP Board, identifies that those individuals who have been authorized to use the CFP® certification marks in the U.S. have met rigorous professional standards and have agreed to adhere to the principles of integrity, objectivity, competence, fairness, confidentiality, professionalism, and diligence when dealing with clients.

CFP certificants must pass the comprehensive CFP Certification Examination; pass CFP Board's Candidate Fitness Standards; agree to abide by CFP Board's Code of Ethics and Professional Responsibility, which puts clients' interests first; and comply with the Financial Planning Practice Standards, which spell out what clients should be able to reasonably expect from the financial planning engagement. These are just some of the reasons why the CFP® certification is becoming increasingly recognized.

To become certified, candidates are required to meet the following initial certification requirements:

**Education** Complete an advanced college-level course of study addressing the financial planning subject areas that CFP Board's studies have determined as necessary for the competent and professional delivery of financial planning services, and attain a Bachelor's Degree from a regionally accredited United States college or university (or its equivalent from a foreign university). CFP Board's financial planning subject areas include insurance planning and risk management, employee benefits planning, investment planning, income tax planning, retirement planning, and estate planning.

**Examination** Pass the comprehensive CFP Certification Examination. The examination, administered in 10 hours over a two-day period, includes case studies and client scenarios designed to test one's ability to correctly diagnose financial planning issues and apply one's knowledge of financial planning to real world circumstances.

**Experience** Complete at least three years of full-time financial planning-related experience (or the equivalent, measured as 2,000 hours per year).

**Ethics** Agree to be bound by CFP Board's Standards of Professional Conduct, a set of documents outlining the ethical and practice standards for CFP professionals.

Individuals who become certified must complete the following ongoing education and ethics requirements in order to maintain the right to continue to use the CFP marks:

**Continuing Education** Complete 30 hours of continuing education hours every two years, including two hours on the Code of Ethics and other parts of the Standards of Professional Conduct, to maintain competence and keep up with developments in the financial planning field.

**Ethics** Renew an agreement to be bound by the Standards of Professional Conduct. The Standards prominently require that CFP professionals provide financial planning services at a fiduciary standard of care. This means CFP professionals must provide financial planning services in the best interests of their clients.

CFP professionals who fail to comply with the above standards and requirements may be subject to CFP Board's enforcement process, which could result in suspension or permanent revocation of their CFP certification.

## Certified Public Accountant (CPA)

One of the world's leading licensing examinations, the Uniform CPA Examination serves to protect the public interest by helping to ensure that only qualified individuals become licensed as Certified Public Accountants (CPAs). The exam is one of the "Three E's" – education, examination, and experience – that are required for licensure as a CPA. Consequently, passing the examination is not, in itself, sufficient to meet requirements for licensure.

**Licensing** The licensing authority and requirements for CPAs falls under the jurisdiction of the Board of Accountancy for the state, district, or country in which a CPA practices. In adherence to the AICPA mission, the Institute seeks the highest possible level of uniform certification and licensing standards while promoting and protecting the CPA designation. The national organization representing the state boards is the National Association of State Boards of Accountancy (NASBA).

**Requirements** The requirements, which are set by each state board of accountancy, include:

1. Completing a program of study in accounting at a college or university.
2. Passing the Uniform CPA Exam.
3. Obtaining a specific amount of professional work experience in public accounting (the required amount and type of experience varies according to licensing jurisdiction).

**Ethics** Upon joining the AICPA, a member agrees to abide by its Code of Professional Conduct and Bylaws adopted by a vote of the membership. The bylaws provide a structure for enforcement of the Code by the Institute's Professional Ethics Division. When allegations come to the attention of the Ethics Division regarding a violation of the Code, the division investigates the matter, under due process procedures, and depending upon the facts found in the investigation, may take a confidential disciplinary action, settle the matter with suspension or revocation of membership rights, or refer the matter to a panel of the Trial Board Division for a hearing. The bylaws mandate publishing the member's name if he or she is found guilty by a hearing panel, suspended, or expelled by settlement.

The bylaws of 51 state and/or territorial CPA societies provide for their participation in a Joint Ethics Enforcement Program so that, depending upon membership status, actions taken by one or more of these societies or the AICPA are in the names of both the society and AICPA. State regulatory agencies (Boards of Accountancy) issue practice licenses to CPAs and only those

agencies may act to affect those licenses. The AICPA does not license CPAs. Those state regulatory agencies may take disciplinary action affecting practice licenses under statutes, regulations, and rulings of the state. Also, the Securities and Exchange Commission (SEC) and other Federal government agencies may, under Federal law or regulation, discipline CPAs who practice before these agencies.

## **Chartered Financial Analyst<sup>®</sup> (CFA<sup>®</sup>)**

The Chartered Financial Analyst<sup>®</sup> (CFA<sup>®</sup>) designation is conferred by the CFA Institute. A financial analyst seeking membership to the CFA Institute must:

- meet eligibility requirements
- fully comply with the CFA Code of Ethics and Standards of Professional Conduct
- study books, journal articles, and other readings designated by the Institute
- successfully pass three examinations, each approximately six hours in length and administered by the CFA Institute

The candidate for the CFA designation must have at least a single current and principal engagement:

- in financial analysis of securities investment for a bank, investment company, insurance company, or other financial services or investment management firms
- as an assistant, associate, or full professor or dean of a college or university, who teaches and/or researches
- as an economist involved in financial analysis of securities investment
- as a portfolio manager
- as a financial analyst of securities investment within a public agency
- as a financial analyst of securities investment for a corporate pension, profit sharing or other retirement fund
- as a manager of financial analysts or portfolio managers involved with securities investment and who, before assumption of management obligations, was a financial analyst or portfolio manager

The CFA is awarded to candidates who have passed the examinations and met the other requirements specified by the CFA Institute.

## Chartered Financial Consultant® (ChFC®)

The Chartered Financial Consultant® (ChFC®) designation program focuses on the comprehensive financial planning process as an organized way to collect and analyze information on a client's total financial situation; to identify and establish specific financial goals; and to formulate, implement, and monitor a comprehensive plan to achieve those goals.

The ChFC® program provides financial planners and others in the financial services industry with in-depth knowledge of the skills needed to perform comprehensive financial planning for their clients.

**Curriculum** Candidates must pass an examination for the following six required courses and two elective courses to earn the ChFC designation:

**Required Courses**

HS 300: Financial Planning: Process and Environment

HS 311: Fundamentals of Insurance Planning

HS 321: Income Taxation

HS 326: Planning for Retirement Needs

HS 328: Investments

HS 330: Fundamentals of Estate Planning

HS 332: Financial Planning Applications

**Elective Courses (choose 2)**

HS 322: The Financial System in the Economy

HS 334: Estate Planning Applications

HS 352: Financial Decisions for Retirement

As a general rule, candidates should plan to spend 50-70 hours studying for each course. The program can be completed as quickly as a candidate desires, but most students complete their designation requirements within 15-24 months.

**Examination Requirements** Each exam is a two-hour, 100 question, computer-administered exam.

**Additional Requirements** Candidates must meet experience requirements and ethical standards, including three years of business experience immediately preceding the date of use of the designation are required. An undergraduate or graduate degree from an accredited educational institution qualifies as one year of business experience and, when using formal education as qualifying experience, the remaining two years must immediately precede the date of the award.

**Continuing Education Requirements** Each designee who falls in one of the following categories must complete 30 hours of continuing education every two years. If you do not fall into one of these categories, you are exempt from CE requirements:

- Licensed insurance agent/broker/consultant
- Licensed security representative/registered investment advisor
- Financial consultant, attorney, accountant, employee benefits specialist, and any other individual who provides insurance, employee benefits, financial planning, or estate planning advice and counsel to the public

## Certified Investment Management Analyst (CIMA)

The Certified Investment Management Analyst (CIMA) certification program is the only credential designed specifically for financial professionals who want to attain a level of competency as an advanced investment consultant. The CIMA professional integrates a complex body of investment knowledge to provide objective investment advice and guidance to individuals and institutions. That knowledge is applied systematically and ethically to assist clients in making prudent investment decisions.

This CIMA designation focuses on asset allocation, ethics, due diligence, risk measurement, investment policy and performance measurement.

**Prerequisites** Only individuals who are investment consultants with at least three years of professional experience are eligible to try to obtain this certification, which signifies a high level of consulting expertise. The Investment Management Consultants Association offers the CIMA courses.

**Requirements** The CIMA certification program requires that candidates meet all eligibility requirements, including experience, education, examination and ethics. There are five steps that must be completed to earn the certification:

1. Submit the CIMA certification program application and fee and undergo a background check.
2. Pass the online qualification examination.
3. Schedule into and complete the education program with a registered education provider over a five-day period.
4. Submit the certification examination application and fee and pass the classroom certification examination.
5. Sign the licensing agreement, submit the initial certification fee, and agree to adhere to IMCA's Code of Professional Responsibility, Standards of Practice, and Rules and Guidelines for Use of the Marks.

**Continuing Education Requirements** Individuals who hold CIMA designations are required to prove their expertise through continual recertification, which requires CIMA designees to complete at least 40 hours of continuing education every two years.

## Chartered Life Underwriter<sup>®</sup> (CLU<sup>®</sup>)

The Chartered Life Underwriter<sup>®</sup> (CLU<sup>®</sup>) credential is specifically designed to enhance the knowledge of people employed in the life insurance industry. Most, but not all, individuals who seek or have earned this designation are also licensed insurance agents or brokers. The CLU is conferred only upon successful completion of a ten-part course of study that covers

fundamentals of economics, finance, taxation, investments, and other areas of risk management as they apply to life insurance. The course of study can be completed through home study or by attendance of courses offered by either a branch of the American Society of Chartered Life Underwriters or an affiliated college or university.

Enrollment in the CLU program requires that an individual have at least three years of professional experience in the insurance industry, preferably in life insurance. There are no degree requirements, although a high school diploma is strongly suggested. Three recommendations from clients and/or professional colleagues are also requested. The course of study consists of ten college-level courses, each lasting approximately 15 weeks. A three-hour examination taken at the conclusion of each course must be passed to successfully complete the program.

## **Certified Medical Planner (CMP®)**

A Certified Medical Planner® undertakes a year long study of topics specifically related to financial planning for medical professionals. A CMP® has an expertise in catering to the needs of doctors in order to meet their specific financial goals.

Contemporaneous new concepts like: Health Insurance Portability and Accountability Act (HIPAA); Occupational and Safety Health Administration (OSHA); human resource management and employee outsourcing; medical information technology; fixed rate capitation and traditional reimbursement; Medicare, Medigap, Medicaid and private healthcare economics; Activity Based Medical Cost Management (ABMCM); medical practice valuations and appraisals; office sales and contracting; medical unions; medical compliance matters, physician HMO, IPA, MCO and PPO contracting; marketing, advertising, sales and cost volume profit analysis are covered.

## **Certified Retirement Counselor (CRC®)**

The Certified Retirement Counselor® (CRC®) designation, offered through The International Foundation for Retirement Education (InFRE), recognizes retirement planning professionals who demonstrate a mastery of subject matter, a commitment to the retirement planning profession, and adherence to a code of ethics and continuing education requirements.

**Prerequisites** Candidates for CRC certification must meet the following eligibility requirements:

- Bachelor's degree (or higher) or its equivalent in any discipline from an accredited college or university and a minimum of two years relevant retirement-related professional experience (within the last five years); or

- High school diploma or its equivalent and five years relevant retirement-related professional experience (within the past seven years); and
- A complete background check.

**Examination** The CRC certification examination was designed to ensure that all CRC certificants possess the necessary knowledge and skills to competently fulfill their responsibilities as retirement counseling professionals. The four-hour exam consists of 200 multiple-choice questions covering the domains of retirement counseling practice and knowledge.

**Additional Requirements** Upon passing the examination, candidates must initial the Certificate Holder's Statement indicating adherence to the CRC Code of Ethics.

**Continuing Education Requirements** To maintain use of the certification, certificants must annually complete 15 hours of approved continuing education and pay an annual renewal fee.

## Certified Specialist in Retirement Planning<sup>®</sup> (CSRP)

The Certified Specialist in Retirement Planning<sup>®</sup> (CSRP) designation is conferred by the National Institute for Excellence in Professional Education, LLC.

**Prerequisites** All candidates must satisfy a points requirement comprising education, previous licenses and designations, and experience.

**Curriculum** Candidates must complete a curriculum of five core and two elective courses and pass a related exam for each.

### ***Required Courses***

- Surgent McCoy's Guide to Wall Street Investments & Their New Tax Implications
- New Critical Decisions in Selecting the Best Retirement Plan for Small Businesses in 2012
- Everything You Need to Know About Retirement Plan Distributions
- Determining How Much Money You Need to Retire and Tax Ideas and Money Management in Retirement
- What Every CPA Should Know About Life Insurance Products and Planning

### ***Elective Courses***

- What Every Professional Should Know About Elder Care Planning
- Advanced Tips and Tricks of Investment Tax Management to Enhance Client Wealth Accumulation and Retirement Security
- Surgent McCoy's Guide to Designing and Administering the New Roth 401(k), Traditional 401(k), SIMPLE, and Cafeteria Plans
- Complete Strategies for Maximizing Contributions, Rollovers, Distributions, and Estate Planning of IRAs, SIMPLEs, SEPs, and Roths
- Social Security, Medicare, and Prescription Drug Retirement Benefits: What Every Baby Boomer Needs to Know Now

**Additional Requirements** All candidates are required to sign the National Institute ethics statement.

**Continuing Education Requirements** Designation holders are required to obtain 16 hours of continuing education every two years to maintain their designation in good standing.

## Enrolled Agent (EA)

An Enrolled Agent has earned the right to represent taxpayers before the Internal Revenue Service worldwide.

Enrolled Agents, like attorneys and certified public accountants (CPAs), may represent all taxpayers, from individuals with simple tax returns to Fortune 100 tax returns. Enrolled Agents face no restrictions on the types of tax matters they can handle and the IRS offices before which they can practice.

Enrolled Agents are licensed by the Department of Treasury and can represent taxpayers throughout the United States and overseas—wherever the IRS has an outpost. Most state and local governments recognize the Enrolled Agent designation and grant representation powers to Enrolled Agents. Enrolled Agents may practice in any state without re-certifying, making this the most portable of all the tax licenses governed by IRS Circular 230.

**Required Curriculum** Candidates who wish to become an Enrolled Agent must meet the following qualifying criteria:

- Apply for enrollment using IRS Form 2587.
- Pass a background check to ensure that they have not engaged in any conduct that would justify the suspension or disbarment of an attorney, CPA, or Enrolled Agent from practice before the IRS.
- Follow one of these two tracks:
  - Online Examination: Candidates must achieve passing scores on each of a three-part online Special Enrollment Examination (SEE).
  - IRS Experience: Candidates can become an enrolled agent by virtue of past service and technical experience working for the Internal Revenue Service in certain jobs or positions. Generally, there is a five-year experience requirement in positions that require certain levels of technical experience.

## Personal Financial Specialist (PFS)

The PFS credential demonstrates that an individual has met the minimum education, experience and testing required of a CPA in addition to a minimum level of expertise in personal financial planning. The PFS credential is administered through the AICPA.

**Prerequisites** To be eligible to pursue the PFS designation, a candidate must:

- hold an unrevoked CPA license
- fulfill 3,000 hours of personal financial planning business experience
- be an active member of the AICPA

**Requirements and Examination** To attain the PFS credential, a candidate must:



- complete 80 hours of personal financial planning CPE credits
- pass a comprehensive financial planning exam

**Maintenance Requirements** To maintain their PFS credential, the recipient must:

- pay an annual \$350 fee
- meet CPA/PFS recertification requirements every three years
- be in good standing with their AICPA membership
- hold a valid and unrevoked CPA permit, certificate or license issued by a legally constituted state authority
- adhere to AICPA's *Code of Professional Conduct*, and is encouraged to follow AICPA's *Statement on Responsibilities in Financial Planning Practice*
- complete 60 hours of financial planning CPE credits related to the PFP body of knowledge every three years
- submit a signed Statement of Intent to comply with all recertification requirements (CPA/PFS Credential holders will be instructed to report their recertification requirements at the appropriate time)