
BROCHURE SUPPLEMENT

**Kathleen Stepp Rothwell, Howard R. Rothwell, Kenneth J. Eaton,
Todd C. Ericson, Larissa K. Grantham, Jennifer S. Henry, and
Daniel E. Shay**



Stepp & Rothwell, Inc.
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PURPOSE OF THE BROCHURE SUPPLEMENT:

This *BROCHURE SUPPLEMENT* provides information about Kathleen Stepp Rothwell, Howard R. Rothwell, Kenneth J. Eaton, Todd C. Ericson, Larissa K. Grantham, Jennifer S. Henry, and Daniel E. Shay that supplements the Stepp & Rothwell, Inc., *FIRM BROCHURE* document. You should have received a copy of that *FIRM BROCHURE*. Please contact Kenneth J. Eaton, President of Stepp & Rothwell, Inc., if you did not receive Stepp & Rothwell, Inc.'s *FIRM BROCHURE* or if you have any questions about the contents of this *BROCHURE SUPPLEMENT*.

NOTE:

While Stepp & Rothwell, Inc., may refer to itself as a “registered investment adviser” or “RIA”, clients should be aware that registration itself does not imply any level of skill or training.

EDUCATIONAL AND BUSINESS EXPERIENCE

(Explanations of Professional Designations are included at the end of this document.)

Kathleen Stepp Rothwell (Age 55), Principal and Owner, Stepp & Rothwell, Inc.

Formal Education and Professional Designations

- BSBA – Accounting, The Ohio State University, 1988
- CFP Professional Education Program, College for Financial Planning, 1989
- Kansas Board of Accountancy, Topeka, Kansas – Certified Public Accountant (CPA), 1991
- CFP, CFP Board of Standards, Inc., 1989

Business Background

August 1992 – present	Principal/Owner, Stepp & Rothwell, Inc., Overland Park, KS
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Howard Richard Rothwell (Age 58), Principal and Owner, Stepp & Rothwell, Inc.

Formal Education and Professional Designations

- AB – Economics, Dartmouth College, 1981
- MBA – The Wharton School of Finance, University of Pennsylvania, 1984

Business Background

May 1998 – present	Principal/Owner, Chief Compliance Officer, Stepp & Rothwell, Inc., Overland Park, KS
June 1983 – December 1998	Principal, Swarthmore Financial Advisors, Ltd., Media, PA

Kenneth J. Eaton (Age 50), Principal, Stepp & Rothwell, Inc.

Formal Education and Professional Designations

- BS – Business Administration, University of Missouri, 1994
- CFP Professional Education Program, College for Financial Planning, 1997
- CFA, Chartered Financial Analyst, 2002
- CFP, CFP Board of Standards, Inc., 1997

Business Background

October 1995 – present	Principal, Stepp & Rothwell, Inc., Overland Park, KS
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Todd C. Ericson (Age 50), Financial Planner, Stepp & Rothwell, Inc.

Formal Education and Professional Designations

- BA – Economics, University of Kansas, 1991
- CFP Professional Education Program, College for Financial Planning, 1998
- CFP, CFP Board of Standards, Inc., 1999

Business Background

June 2015 – present	Financial Planner, Stepp & Rothwell, Inc., Overland Park, KS
October 2014 – May 2015	Advisor, Edward Jones Investments, Overland Park, KS
September 2013 – August 2014	Owner/Agent, Todd C. Ericson Insurance Agency, Colorado Springs, CO
March 2013 – August 2013	Agency Intern, State Farm Insurance, Dousman, WI
February 2007 – February 2013	Zone Sales Associate Manager/Registered Representative, State Farm Insurance, Milwaukee, WI

Larissa K. Grantham (Age 41), Financial Planner, Stepp & Rothwell, Inc.

Formal Education and Professional Designations

- BA – Business/Finance, Park University, 2004
- CFP Professional Education Program, College for Financial Planning, 2006
- CFP, CFP Board of Standards, Inc., 2006

Business Background

January 2001 – present	Financial Planner, Stepp & Rothwell, Inc., Overland Park, KS
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Jennifer S. Henry (Age 41), Financial Planner, Stepp & Rothwell, Inc.

Formal Education and Professional Designations

- BA – Psychology, Park University, 1998
- CFP Professional Education Program, Northwestern University, 2008
- CFP, CFP Board of Standards, Inc., 2015

Business Background

August 2001– October 2010	Accounting Manager, Beranck, Feireisel, Kasbohm, and Hammer
August 2010 – July 2013	Analyst, Stepp & Rothwell, Inc., Overland Park, KS
July 2013 – December 2015	Managing Analyst/Managing Associate, Stepp & Rothwell, Inc., Overland Park, KS
December 2015 – Present	Financial Planner, Stepp & Rothwell, Inc., Overland Park, KS

Daniel E. Shay (Age 30), Financial Planner, Stepp & Rothwell, Inc.

Formal Education and Professional Designations

- BA – University of Kansas, 2012
- CFP Professional Education Program, University of Texas, San Antonio, 2015
- CFP, CFP Board of Standards, Inc., 2016

Business Background

May 2013 – November 2015	Financial Planning Associate, Stepp & Rothwell, Inc., Overland Park
November 2015 – April 2017	Managing Associate, Stepp & Rothwell, Inc., Overland Park, KS
April 2017 – September 2017	Associate Financial Planner, Stepp & Rothwell, Inc., Overland Park, KS
September 2017 – Present	Financial Planner, Stepp & Rothwell, Inc., Overland Park, KS

DISCIPLINARY INFORMATION

Kathleen Stepp Rothwell, Howard R. Rothwell, Kenneth J. Eaton, Todd C. Ericson, Larissa K. Grantham, Jennifer S. Henry, and Daniel E. Shay have not had any legal or disciplinary events in their past. Clients and prospective clients can view the CRD records (registration records) for these individuals through the SEC's Investment Adviser Public Disclosure (IAPD) website at www.adviserinfo.sec.gov. The CRD numbers for these individuals are listed below:

Kathleen Stepp Rothwell — 2206612
Howard R. Rothwell — 1429546
Kenneth J. Eaton — 2517750
Todd C. Ericson — 2230125
Larissa K. Grantham — 5436346
Jennifer S. Henry — 6620781
Daniel E. Shay — 6060989

OTHER BUSINESS ACTIVITIES

Kathleen Stepp Rothwell, Howard R. Rothwell, Kenneth J. Eaton, Todd C. Ericson, Larissa K. Grantham, Jennifer S. Henry, and Daniel E. Shay are not actively engaged in any outside *investment-related* business or occupation that would create a material conflict of interest with clients.

ADDITIONAL COMPENSATION

Kathleen Stepp Rothwell, Howard R. Rothwell, Kenneth J. Eaton, Todd C. Ericson, Larissa K. Grantham, Jennifer S. Henry, and Daniel E. Shay receive no additional compensation from non-clients for providing advisory services. All advisory compensation is paid by clients directly.

SUPERVISION

Howard R. Rothwell, Kathleen Stepp Rothwell, and Kenneth J. Eaton, as Principals of Stepp & Rothwell, Inc., supervise their own activities. Stepp & Rothwell, Inc.'s Investment Committee, consisting of Howard R. Rothwell, Kathleen Stepp Rothwell, and Kenneth J. Eaton, supervises firm-wide investment activity. Stepp & Rothwell, Inc.'s Financial Planners are supervised by Kathleen Stepp Rothwell and Kenneth J. Eaton.

REQUIREMENTS FOR STATE-REGISTERED ADVISERS

Stepp & Rothwell, Inc., is registered with the Securities and Exchange Commission and is not required to register with state securities authorities.

EXPLANATION OF PROFESSIONAL DESIGNATIONS

Recent amendments to Part 2B of Form ADV require advisers to prepare narrative brochures written in plain English which contain, among other things, information on the educational and business background of management and key advisory personnel of the adviser. The Securities and Exchange Commission (SEC) permits, but does not require, advisers to list the professional designations held by such persons. SEC instructions require, however, that any listing of professional designations held must provide a sufficient explanation of the minimum qualifications required for the designation to allow clients and potential clients to understand the value of the designation.

Certified Public Accountant (CPA)

CPAs are licensed and regulated by their state boards of accountancy. While state laws and regulations vary, the education, experience, and testing requirements for licensure as a CPA generally include minimum college education (typically 150 credit hours with at least a baccalaureate degree and a concentration in accounting), minimum experience levels (most states require at least one year of experience providing services that involve the use of accounting, attest, compilation, management advisory, financial advisory, tax, or consulting skills, all of which must be achieved under the supervision of or verification by a CPA), and successful passage of the Uniform CPA Examination. In order to maintain a CPA license, states generally require the completion of 40 hours of continuing professional education (CPE) each year (or 80 hours over a two-year period or 120 hours over a three-year period). Additionally, all American Institute of Certified Public Accountants (AICPA) members are required to follow a rigorous Code of Professional Conduct which requires that they act with integrity, objectivity, due care, competence, fully disclose any conflicts of interest (and obtain client consent if a conflict exists), maintain client confidentiality, disclose to the client any commission or referral fees, and serve the public interest when providing financial services. The vast majority of state boards of accountancy have adopted the AICPA's Code of Professional Conduct within their state accountancy laws or have created their own.

Chartered Financial Analyst (CFA)

The Chartered Financial Analyst (CFA) charter is a globally respected, graduate-level investment credential established in 1962 and awarded by CFA Institute — the largest global association of investment professionals.

There are currently more than 90,000 CFA charterholders working in 135 countries. To earn the CFA charter, candidates must: 1) pass three sequential, six-hour examinations; 2) have at least four years of qualified professional investment experience; 3) join CFA Institute as members; and 4) commit to abide by, and annually reaffirm, their adherence to the CFA Institute Code of Ethics and Standards of Professional Conduct.

High Ethical Standards

The CFA Institute Code of Ethics and Standards of Professional Conduct, enforced through an active professional conduct program, require CFA charterholders to:

- Place their clients' interests ahead of their own
- Maintain independence and objectivity
- Act with integrity
- Maintain and improve their professional competence
- Disclose conflicts of interest and legal matters

Global Recognition

Passing the three CFA exams is a difficult feat that requires extensive study (successful candidates report spending an average of 300 hours of study per level). Earning the CFA charter demonstrates mastery of many of the advanced skills needed for investment analysis and decision making in today's quickly evolving global financial industry. As a result, employers and clients are increasingly seeking CFA charterholders — often making the charter a prerequisite for employment.

Additionally, regulatory bodies in 19 countries recognize the CFA charter as a proxy for meeting certain licensing requirements, and more than 125 colleges and universities around the world have incorporated a majority of the CFA Program curriculum into their own finance courses.

Comprehensive and Current Knowledge

The CFA Program curriculum provides a comprehensive framework of knowledge for investment decision making and is firmly grounded in the knowledge and skills used every day in the investment profession. The three levels of the CFA Program test a proficiency with a wide range of fundamental and advanced investment topics, including ethical and professional standards, fixed-income and equity analysis, alternative and derivative investments, economics, financial reporting standards, portfolio management, and wealth planning.

The CFA Program curriculum is updated every year by experts from around the world to ensure that candidates learn the most relevant and practical new tools, ideas, and investment and wealth management skills to reflect the dynamic and complex nature of the profession.

To learn more about the CFA charter, visit www.cfainstitute.org.

Certified Financial Planner (CFP)

The CERTIFIED FINANCIAL PLANNER™, CFP® and federally registered CFP (with flame design) marks (collectively, the “CFP® marks”) are professional certification marks granted in the United States by Certified Financial Planner Board of Standards, Inc. (“CFP Board”).

The CFP® certification is a voluntary certification; no federal or state law or regulation requires financial planners to hold CFP® certification. It is recognized in the United States and a number of other countries for its (1) high standard of professional education; (2) stringent code of conduct and standards of practice; and (3) ethical requirements that govern professional engagements with clients. Currently, more than 62,000 individuals have obtained CFP® certification in the United States.

To attain the right to use the CFP® marks, an individual must satisfactorily fulfill the following 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); and
- 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; and
- 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.

(CFP Rev 12/16/10)