

This brochure supplement provides information about Steve Larsen that supplements the Columbia Advisory Partners, LLC brochure. You should have received a copy of that brochure. Please contact Steve Larsen if you did not receive Columbia Advisory Partners, LLC's brochure or if you have any questions about the contents of this supplement.

Additional information about Steve Larsen is also available on the SEC's website at www.adviserinfo.sec.gov.

Columbia Advisory Partners, LLC

Form ADV Part 2B – Individual Disclosure Brochure

for

Steve Larsen

Personal CRD Number: CRD # 4638715

Investment Adviser Representative

Columbia Advisory Partners, LLC
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Spokane, Washington 99205
(509) 822-3850
steve@capnorthwest.com

UPDATED: 12/23/2020

Item 2: Educational Background and Business Experience

Name: Steve Larsen

Born: 1978

Educational Background and Professional Designations:

Education:

- 2007, Gonzaga University, Master of Accountancy
- 2001, Eastern Washington University, B.A. Management Information Systems/Business Administration

Designations:

CFP® - CERTIFIED FINANCIAL PLANNER™:

Steve Larsen has a professional designation, CFP® - CERTIFIED FINANCIAL PLANNER™.

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.

Certified Public Accountant (CPA):

Steve Larsen has a professional designation, Certified Public Accountant. 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) members¹ 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.

Business Background:

04/2004 - Present

Columbia Advisory Partners, LLC (formerly Total Advisor Network, LLC and Larsen Financial);
President

Item 3: Disciplinary Information

There are no legal or disciplinary events that are material to a client's or prospective client's evaluation of this advisory business.

Item 4: Other Business Activities

Steve Larsen is the owner of CPE World Inc., providing continuing education services to Certified Public Accountants and consulting services. This business is not investment related. Steve Larsen spends approximately 5% of his time on this outside business activity.

Steve Larsen is an Author, he writes books and articles for compensation. He spends 5 hours per week outside of trading hours on this activity.

Steve Larsen is an Adjunct Professor of Finance at Gonzaga University where he spends 5 hours per week outside of trading hours.

Item 5: Additional Compensation

Certain product sponsors may provide Steve Larsen with other economic benefits as a result of his recommendation or sale of the product sponsors' insurance and benefits products. The economic benefits received by Steve Larsen from product sponsors can include but are not limited to, financial assistance or the sponsorship of conferences and educational sessions, marketing support, incentive awards, payment of travel expenses, and tools to assist Steve Larsen in providing various services to clients.

Although Steve Larsen will endeavor at all times to put the interest of its clients ahead of its own or those of its officers, directors, or representatives ("affiliated persons"), these arrangements could affect the judgment of Steve Larsen when recommending insurance and benefits products. These situations present a conflict of interest that may affect the judgment of affiliated persons including Steve Larsen.

Item 6: Supervision

As a representative of Columbia Advisory Partners, LLC, Steve Larsen is supervised by Kimberly Patricia Smith, the firm's Chief Compliance Officer. Kimberly Patricia Smith is responsible for ensuring that Steve Larsen adheres to all required regulations regarding the activities of an Investment Adviser Representative, as well as all policies and procedures outlined in the firm's Code of Ethics and compliance manual. The phone number for Kimberly Patricia Smith is (509) 822-3850.