



**Accredited Investment Fiduciary Analyst™
Program Agenda***

Day One

8:30 – 9:00 a.m.

Welcome

This section of the program will cover the following topics:

1. Course Objectives
2. Designation marks and Company overview
3. Instructor introduction and bios

9:00 – 10:00 a.m.

Introduction

This section will introduce you to the following topics:

1. The concept of a Global Fiduciary Standard of Excellence and the Leadership Quotient
2. Legal issues and regulatory oversight review
3. Global Fiduciary Precepts and Fiduciary Quality Management System
4. International Organization for Standardization and our ISO-like approach
5. Assessments – their meaning and limitations

10:00 – 10:15 a.m.

Break

10:15 – 10:30 a.m.

Investment Manager Practices

10:30 – 11:15 a.m.

ISO Overview

This section will cover the following topics:

1. ISO 19011
2. The ISO-like approach to Assessments
3. ISO 19011 Modifications

11:15 – 12:00 p.m.

Assessment Principles

This section will cover the following topics:

1. The “decomposed” definition of an assessment
2. The five key Principles of assessment
3. The four forms of assessment and their primary uses
4. External factors that must be considered in preparing for each form of assessment
5. The major activities involved in the assessment process

12:00 – 1:00 p.m.

Lunch

1:00 – 1:20 p.m.

Pre-assessment

This section will cover the following topics:

1. Pre-assessment activities
2. Initiating the assessment
3. Document review
4. Preparing for on-site activities

1:20 – 2:30 p.m.

Introduction of Case Study, Exercise # 1: CAFE Part I

2:30 – 2:45 p.m.	<i>Break</i>
2:45 – 3:15 p.m.	Exercise # 1: Report Out
3:15 – 3:30 p.m.	Pre-assessment (continued)
3:30 – 4:45 p.m.	Exercise # 2: CAFE Part II
4:45 – 5:00 p.m.	Day 1 Wrap-Up

Day Two

8:30 – 9:00 a.m.	Exercise # 2: Report Out
9:00 – 9:45 a.m.	On-site Assessment This section will cover the following topics: <ol style="list-style-type: none"> 1. Activities required to perform the on-site assessment 2. Planning and conducting effective opening and closing meetings 3. Effectively managing Communications during an on-site assessment 4. Collecting objective evidence to determine conformity or nonconformity and document nonconformities
9:45 – 10:00 a.m.	<i>Break</i>
10:00 – 11:00 a.m.	Exercise #3: CAFE Part III
11:00 – 11:30 a.m.	Exercise #3: Report Out
11:30 – 12:00 p.m.	Assessment Documentation and Follow-up This section will cover the following topics: <ol style="list-style-type: none"> 1. Post-assessment activities 2. Final report preparation, approval, and distribution 3. Assessment completion requirements 4. Assessment follow-up activities
12:00 – 1:00 p.m.	<i>Lunch</i>
1:00 – 2:45 p.m.	Exercise # 4: Closing Meeting and Final Report
2:45 – 3:00 p.m.	<i>Break</i>
3:00 – 3:30 p.m.	Exercise # 4: Report Out
3:30 – 4:30 p.m.	Certification Process This section will cover the following topics: <ol style="list-style-type: none"> 1. Introduction to CEFEX Certification and Trust Rating 2. The Registration process for Certifications 3. Pricing structure
4:30 – 5:00 p.m.	Quiz and quiz debrief

Day Three

- 8:30 – 9:30 a.m.** **Regulatory Update**
This section will provide a brief update of new developments
- 9:30 – 10:00 a.m.** **Fiduciary Advisor Role – eligible Investment Advice Arrangement**
- 10:00 – 10:15 a.m.* *Break*
- 10:15 – 12:00 a.m.** **Certification Case Study**
- 12:00 – 1:00 p.m.* *Lunch*
- 1:00 – 1:30 p.m.** **Certification Case Study Report Out**
- 1:30 – 2:00 p.m.** **Wrap-up and Review**
- 2:00 – 3:30 p.m.** **Accredited Investment Fiduciary Analyst™ Final Exam**

**We are currently revising the case studies and this agenda may be changed to accommodate any revisions.*