

# FINANCIAL PEACE COORDINATOR/TRAINER INSTRUCTIONS CONTINUING EDUCATION UNITS

ATTENTION COORDINATORS/TRAINERS: This form contains specific instructions for assisting your program participants in obtaining Continuing Education Units.



daveramsey.com  
phone: 888.22.PEACE  
fax: 615.371.5007

The Lampo Group, Inc. offers Continuing Education Units for its Financial Peace programs as an Authorized Provider of the International Association for Continuing Education and Training (IACET).

The numbers of CEUs awarded for the various Financial Peace programs and the specific requirements for becoming eligible for an award of CEUs are set forth in the individual CEU Applications for each qualifying Financial Peace program.

Your part in this process as a Coordinator or Trainer is four-fold:

1. You should announce the availability of IACET Continuing Education Units at orientation and at the first session;
2. You should provide a CEU Application to anyone requesting additional information, or direct them to the location on our web site where this is available;
3. You should fill out your part of each Application at the conclusion of the Financial Peace program and send all of the fully executed Applications to us at the address shown on the Application; or
4. You should advise any unsuccessful Applicant of the reasons for his or her failure to earn CEUs, so that he or she can take the steps necessary to become eligible.

It is not any Coordinator or Trainer's responsibility to apply for the CEUs on an Applicant's behalf or to determine if any certifying entity will accept IACET authorized CEUs. The IACET web site ([www.iacet.org](http://www.iacet.org)) has a list of entities that have agreed in advance to accept these units. The Applicant should be directed to that web site. That list is not exclusive; Applicants are instructed to check with their certifying entities regarding the acceptability of these CEUs.

The CEU Applications are specifically designed to describe the CEU-awarding process in full, and to answer any questions the Applicant may have about how to obtain credits, privacy, the retention and release of records, instructional methods, and proprietary interests. In the event that an Applicant needs additional information or clarification, he or she should call Lampo's Continuing Education Administrator at 888.22.PEACE, extension 5323.

In the event that you, as a Coordinator or Trainer, wish to apply for Continuing Education Units yourself, you will use the same Application and be subject to the same rules and requirements, except that you may add one additional CEU to your total to reflect your involvement as a Coordinator or Trainer. You may award yourself CEUs for coordinating or conducting an FPU class or program only one time during each calendar year.

**For FPU 13-Week Coordinators Only:** It is not your responsibility to find an alternate class or program for an Applicant who has to miss a class.



The Lampo Group, Inc. has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 8405 Greensboro Drive, Suite 800, McLean, VA 22102. In obtaining this approval, the The Lampo Group, Inc. has demonstrated that it complies with the ANSI/IACET Standards which are widely recognized as standards of good practice internationally. As a result of their Authorized Provider membership status, The Lampo Group, Inc. is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET Standards.