



## **CEFEX Electronic Assessment Form**

### **How to Prepare for an Assessment**

CEFEX now offers a simple way to prepare or gauge readiness for a certification assessment and/or gain familiarity with the program.

#### **How?**

By supplying basic information in the attached form, the ‘Liaison Officer’ at your firm is provided secure and confidential access to the on-line questionnaire used in a CEFEX assessment. The Liaison Officer is given a login ID and password to the [www.cefex.org](http://www.cefex.org) site, to access a unique CEFEX Electronic Assessment Form (EAF) established for your firm.

This detailed on-line questionnaire contains the actual questions, documents and other requirements of an assessment based on the applicable standard.

#### **Applicable Standards:**

Investment Advisor – based on “Prudent Practices for Investment Advisors”

Investment Steward – based on “Prudent Practices for Investment Stewards<sup>1</sup>”

ASPPA Service Provider (Recordkeeper or TPA) – based on “ASPPA Standard of Practice for Retirement Plan Service Providers.”

#### **Administration Fee: \$300**

This fee is invoiced, and can be paid by check or credit card. If the firm proceeds with a full assessment or certification, the above administration fee is deducted from the assessment fee.

#### **Benefits:**

1. Get access to questions developed by experts and attorneys for leading fiduciary or fiduciary-support organizations, including 408(b)(2) and 404(a)(5).
2. See exactly how to prepare and plan for a CEFEX certification assessment.
3. Securely store assessment documents.

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<sup>1</sup> The Steward EAF is available in 2 forms: CAFÉ and CRFP. Please contact [admin@cefex.org](mailto:admin@cefex.org) for details.

## **Q & A**

Q. Can I have a few people at my firm access the EAF?

A. Yes.

Q. What if I need help with the questions?

A. At any point in the process, we can assign a CEFEX Analyst to work with you. For this we would execute either an Engagement Letter or an Assessment Agreement, according to your needs. Once the Analyst is assigned, he/she will have access to your EAF.

Q. Am I obligated to proceed with a formal assessment?

A. No.

Q. Can I print my completed EAF?

A. Yes. The form is lengthy, so it takes time to create after you click the print icon.

Q. Who do I call for technical or password assistance?

A. During business hours, please call Linda at 412-221-0292 x200. Otherwise, please send an e-mail at [admin@cefex.org](mailto:admin@cefex.org).

Q. How long can I use this service?

A. Take as long as you need.

Q. Will the forms change?

A. Our EAFs are evolving all the time as best practices and new regulations emerge. The EAFs update automatically.

Q. How do I proceed with a formal assessment for certification?

A. If you are not already working with an Analyst, contact [sales@cefex.org](mailto:sales@cefex.org) for an Assessment Agreement and quotation. The quotation will be net of your \$300 paid administration fee.

Q. Do I need to re-enter responses if my firm intends to seek certification?

A. Not unless your information has changed. The same EAF will be used by the CEFEX Analyst to proceed with the formal assessment.

## **CEFEX Client Information**

Please complete the following information for access to the CEFEX Electronic Assessment Form:

Firm Name: \_\_\_\_\_

Liaison Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

EAF Type:            Investment Advisor  
                          Investment Steward  
                          ASPPA Service Provider

Payment by:        Check  
                          Credit Card

An invoice will be e-mailed to you from [admin@cefex.org](mailto:admin@cefex.org) indicating our mailing address. If you are paying by credit card, you will be e-mailed payment instructions.

E-mail this information or the completed form to Linda at [admin@cefex.org](mailto:admin@cefex.org).

You will receive an e-mail from [admin@cefex.org](mailto:admin@cefex.org) as soon as payment is received.