



# Exit Planning Institute

This application is the first step in earning the Certified Exit Planning Advisor (CEPA) certification. Please read and complete each section fully in clear, legible handwriting or type. You may complete and submit the application anytime during the year. However, all qualifying exit planning experience and continuing education must be completed at the time the application is completed. The complete application must be received by the CEPA office by the designated application deadline.

**Please initial each page and mail or fax your completed application to:**

Mail: Exit Planning Institute  
4811 Emerson, Suite 210  
Palatine, IL 60067

Fax: (847) 303-6951

**Receipt of your application will be acknowledged upon receipt of payment.**

There is a membership requirement to apply for the CEPA program and exam, and all EPI members will be evaluated equally on the application and subsequent examination. EPI does not discriminate on any basis including race, sex, age, religion, national origin, sexual orientation, or disability. Additional information on CEPA program requirements, policies, and procedures is available in the CEPA Candidate Handbook and CEPA program web page. For further assistance, contact CEPA staff at **847-303-6887** or **cepa@exit-planning-institute.org**.

## **APPLICATION CHECKLIST**

Please be sure to complete all 6 sections of this application.

- If joining as a Candidate member, intend to sit for the CEPA exam within 12 months.
- **Section 1: Applicant Information** - I have completed all applicant information and noted where I would like the CEPA mailed correspondence sent.
- **Section 2: Payment** - I have included payment information with this application.
- **Section 3: EPI Code of Ethics & Professional Standards and Application Attestation** - I pledge to adhere to the EPI Code of Ethics and Professional Standards and have signed the Application Attestation to fulfill program requirements.
- **Section 4: Higher Academic Education** - I have a bachelor's degree or equivalent from an accredited institution of higher learning, or have submitted additional education and/or professional experience to fulfill program requirements.
- **Section 5: Employment Experience** - Candidates must have five years or more of full-time or equivalent experience working directly with business owners as a financial advisor, attorney, CPA, business broker, investment banker, commercial lender, valuation advisor, estate planner, insurance professional, business consultant or a similar professional capacity.
- **Section 6: Professional Development Activities** - I have completed at least 40 hours of qualifying broad-based exit planning professional development to fulfill program requirements.

# SECTION 1

## APPLICANT INFORMATION

(Check which address you would like used for mailed correspondence)

Applicant Name \_\_\_\_\_

Title of Present Position \_\_\_\_\_

Company \_\_\_\_\_

### Business Address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Business telephone \_\_\_\_\_

### Home Address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

E-MAIL \_\_\_\_\_

# SECTION 2

## PAYMENT

**All fees must accompany this application.** The application fee is \$3,795 for EPI members. This fee includes a \$165 non-refundable processing fee. Application fees, less the non-refundable processing fee will be refunded only if your application does not meet the eligibility requirements for CEPA candidacy. The application fee includes the cost to take the examination once within the next 12 months. Subsequent examinations are subject to additional testing fees.

EPI member

**\$4,500**

**Payment type:**

**TOTAL PAYMENT INCLUDED:**

**\$ \_\_\_\_\_**

Cardholder Name: \_\_\_\_\_

Credit Card Account #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Code: (on back) \_\_\_\_\_

Zip Code of billing address: \_\_\_\_\_

Billing Address: \_\_\_ Home \_\_\_ Business

Signature: \_\_\_\_\_

Please send me a receipt



Please initial each page before submitting completed application \_\_\_\_\_

# SECTION 3

## EPI STANDARDS OF CONDUCT

I pledge to:

- Maintain exemplary standards of professional conduct.
- Actively model and encourage the integration of ethics into all aspects of exit planning and the company which employs me.
- Pursue the objectives of the Exit Planning Institute in ways that are ethical.
- Recognize and discharge my responsibility and that of the company that employs me to uphold all laws and regulations in implementing the policies and conducting the activities of the company.
- Strive to continually advance my knowledge and achieve higher levels of excellence in exit planning.
- Maintain the confidentiality of all privileged information, except when doing so becomes an ethical or legal breach of conduct.
- Serve all clients fairly, holding foremost the interests of the company that employs me and its industry or profession; faithfully executing my duties and never using my position for undue personal gain; and promptly and completely disclosing to appropriate parties all potential and actual conflicts of interest.
- Actively advance, support, and promote EPI membership and the profession of exit planning through word and deed.

## APPLICATION ATTESTATION

In making this application, I fully understand that it is an application only and does not guarantee certification or membership. I agree to submit to a multiple choice exam and supply further information as determined by the EPI CEPA Commission. I further understand and, by my signature, attest that I now, and will in the future, adhere to the EPI Code of Ethics & Professional Standards. I further understand any false statement or misrepresentation that I may make in the course of these proceedings and application may result in the revocation of this application and the issuance of a complaint of violation on said Standards.

I understand that EPI reserves the right to revise or update this application and the Code of Ethics & Professional Standards, and that it is my responsibility to be aware of EPI's current requirements. I further understand that I am obligated to inform EPI of changed circumstances that may materially affect my application. I further understand that it is my responsibility to provide EPI with any requested documentation in connection with this application.

I understand and agree that if I am certified following acceptance of this application and successful completion of the examination, such certification does not constitute EPI's warranty or guarantee of my fitness or competency to practice as an exit planning advisor. If I am certified, I authorize EPI to include my name in a list of certified individuals and agree to use the CEPA certification and related EPI trade names, trademarks, and logos only as permitted by EPI policies. I understand and agree that EPI may also use anonymous and aggregate application and exam data for statistical and research purposes. I attest that I have no felony convictions related to the practice of exit planning or any related profession.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

# SECTION 4

## HIGHER ACADEMIC EDUCATION

HIGHEST DEGREE EARNED: \_\_\_\_\_  
INSTITUTION: \_\_\_\_\_  
CITY / STATE: \_\_\_\_\_  
YEAR DEGREE RECEIVED: \_\_\_\_\_

**Note:** if you have not earned a bachelor's degree or equivalent from a qualifying institution, please indicate "no degree." Applicants without a qualifying degree must submit additional professional work experience to qualify to take the exam and join. Each year of completed undergraduate studies can be substituted for two years of professional experience.

# SECTION 5

## EXIT PLANNING/PROFESSIONAL EXPERIENCE

Exit planning experience is defined as being employed at a qualifying company (e.g., CPA/Tax firm, law office, management consulting company, financial planner, business broker, business valuation, insurance, investment bank, or mergers & acquisitions firm) for which you have been compensated as either an employee or Independent Contractor.

### CURRENT EMPLOYMENT

Position: \_\_\_\_\_ Company: \_\_\_\_\_ FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO: \_\_\_\_/\_\_\_\_/\_\_\_\_

Company type:  Business Broker  CPA/Tax  Law Firm  Financial Advisor  Consulting

Estate Planning  Lender  Insurance  Investment Bank  Other

Please describe your firm and the professional services you provide to business owners.

\_\_\_\_\_  
\_\_\_\_\_

How many business owners do you have as clients? \_\_\_\_\_

Other Professional memberships: \_\_\_\_\_

### PREVIOUS QUALIFYING EMPLOYMENT EXPERIENCE

Position: \_\_\_\_\_ Company: \_\_\_\_\_ FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO: \_\_\_\_/\_\_\_\_/\_\_\_\_

Company type:  Business Broker  CPA/Tax  Law Firm  Financial Advisor  Consulting

Estate Planning  Lender  Insurance  Investment Bank  Other

# MEMBERSHIP LEVELS

EPI offers membership levels to suit every professional need. Select the membership level that is right for you.

**Candidate Membership** - Candidate members are professionals who are pursuing the CEPA certification. This membership level is appropriate for advisors who intend to make exit planning an important part of their professional practice and who expect to perform one or more exit planning assignments per year. Candidates must complete CEPA certification within twelve months of registering.

- \$595 for the first 12 months

**Academic Membership** - Academic members are either full time employees of an accredited college or university or are full time students at same.

- \$297 per year

**General Membership** - General Membership is appropriate for advisors interested in the field of exit planning, but who do not expect to regularly provide exit planning services to clients. General members are professionals who have joined EPI but do not intend to pursue the CEPA designation.

- \$497 per year

**CEPA Designation** -

1. \$4,500
  - Includes one year Candidate member dues
  - One copy of The \$10 Trillion Opportunity co-written by Richard E. Jackim, JD, MBA, CEPA and Peter G. Christman, CEPA
  - One copy of Private Capital Markets, written by Rob Slee
  - CEPA course manual, 30 + hours of instruction
  - The CEPA exam and application fee
  - Continental breakfasts, lunches and breaks

# Exit Planning Institute Application

## MEMBERSHIP AGREEMENT

The undersigned individual ("Applicant") applies for membership in the Exit Planning Institute, LLC (EPI) at the membership level indicated and if accepted, agrees to pay annual membership dues when invoiced. Applicant acknowledges that membership includes a limited license to use the proprietary exit planning reports and templates developed by the Exit Planning Institute, but that the Institute retains ownership of these resources at all times. Termination of applicant's membership in the Institute will result in a termination of this limited license.

Applicant acknowledges said membership, if accepted, may be terminated for any of the following reasons (1) failure to pay membership dues, (2) failure to abide by EPI's bylaws, rules or regulations, (3) failure to abide by EPI's code of ethics, or (4) evidence suggesting a flaw in moral character.

Further, upon termination of membership, Applicant agrees to cease use of any and all marks associated with EPI, discontinue use of any materials or publications including exit planning reports and templates, produced by, for, or with the assistance of EPI immediately upon termination of membership.

By signing below, the undersigned represents and warrants the factual information contained in this application is true and complete.

## APPLICANTS SIGNATURE

By: \_\_\_\_\_

Referral: \_\_\_\_\_

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

Date: \_\_\_\_\_

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## MAIL OR FAX YOUR APPLICATION TO:

Exit Planning Institute  
4811 Emerson Avenue, Suite 210  
Palatine, IL 60067  
Phone: (847) 303-6887 Fax: (847) 303-6951  
Web site: [www.exit-planning-institute.org](http://www.exit-planning-institute.org)

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## PAYMENT INSTRUCTIONS

Please mail your check for your membership dues and/or CEPA program fees or be sure to include your credit card information on page 2 along with your membership application to the address shown above.

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## REFUND POLICY

"Cancellations received thirty days before the date of the program will be honored, less the cost of any materials sent to you. If you cancel after the thirty day deadline, the full amount paid, less \$285 will be converted to a credit to be applied toward a future CEPA program. All credits issued are transferable, but nonrefundable. Any credits issued must be used within the same calendar year. Be sure to ask for a cancellation number. Note: Colleague substitution is permitted without penalty."