

2010 Certification

Educating Professionals Worldwide Since 2002.

Chartered Federal Employee Benefits Consultant

ChFEBCSM

By following the instructions in each Module and completing the assignments, you will be knowledgeable in the federal employee market. You will understand their benefits in detail and learn how to prospect with satisfactory results.

Upon completion of these Modules and turning in your assignments, a Certificate will be provided to you from Federal Seminars & ChFEBC, Inc.

1. Read each section in your "self study manual".
2. Complete each exam at the end of each Module, grade yourself with the answers for each. Module at the end of the Self-study Manual under the Tab "answers."
3. After grading yourself at the end of each Module fax or mail the exams to:

ChFEBC, Inc. (A Division of Federal Seminars, Inc.)
399 Perry Street, Suite 320, Castle Rock, Co. 80104
Fax 303-688-2236 Office: 1-800-696-3505

The materials in this course are time-sensitive and will become outdated at year end. Annual re-certification required each calendar year.

A. SELF STUDY MANUAL

Module I	CSRS/CSRS offset Sections <u>Exam No. 1</u> (complete and fax back to Fed Seminars) <u>Exam No. 2</u> (complete and fax back to Fed Seminars)
Module II	FERS and CSRS Transferees <u>Exam No. 3</u> (complete and fax back to Fed Seminars)
Module III	Special Provisions FERS (law enforcement, firefighters, air traffic controllers, reservists) <u>Exam No. 4</u> (complete and fax back to Fed Seminars)
Module IV	Federal Employee Group Life Insurance Thrift Savings Plan (401k) <u>Exam No. 5</u> (complete and fax back to Fed Seminars) <u>Exam No. 6</u> (complete and fax back to Fed Seminars)
Module V	Social Security <u>Exam No. 7</u> (complete and fax back to Fed Seminars)

B. THE SALES TRAINING MANUAL:

Module VI **Read Chapters 1,2,3,4**
Exam No. 8 Pension Max (complete and fax back to Fed Seminars)
Exam No. 9 TSP (complete and fax back to Fed Seminars)
Exam No. 10 Voluntary CP (complete and fax back to Fed Seminars)

Module VII **Chapter 5:**
Role-play with someone in your agency who will use the script found in this chapter and complete the confidential questionnaire. Be sure to use the black binder flip chart with scripts when making the presentation.

Assignment 11: Fax a signed statement by a 3rd party that you have completed this role-playing .

Chapter 7: Case Analysis:

Assignment 12: Answer the Questions and Fax back to Fed Seminars).

Module VIII **Chapter 8: Role Playing:** Using your previous confidential questionnaires role-play with someone in your agency, identify the needs for the federal employee and recommend products to solve these needs (i.e. FEGLI, Pension Max or LTC. This is where a sale occurs for you) There are scripts for “closing” the sale in this chapter.

Assignment 13: Fax a signed statement of your product recommendations for this case. Include a signed affidavit by the person you used to role play.

Module IX **Chapter 9: FORMS:** Chapter includes “withdrawal” forms for the TSP and Voluntary Contribution program.

Exam No. 14: : (complete and fax back to Fed Seminars)

C: THE MARKETING MANUAL:

Module X **Prospecting to federal employees:** Read through the “Marketing Manual” Chapters 2, 3, 4 and 5. Choose the marketing method you want to use and follow the instructions for prospecting.

Assignment 15: Submit a brief paragraph explaining your chosen prospecting method. (complete and fax back to Fed Seminars)

Module XI **FINAL TEST:** Once you have completed all the above Modules, notify Fed Seminars) 1-800-696-3505 for instructions for taking your final exam and Code of Ethics for you to sign that will be emailed to you. You are given 90 minutes to take 100 multiple choice questions. The exam must be completed once you start and is considered a closed book exam. Results are sent immediately. You must receive a 75% or higher to become certified. ***This exam is done with no help from anyone or written material.***

CERTIFICATE PROVIDED

TIME SENSITIVE: The course becomes outdated and end of each year. If course is not completed within year of purchase, an additional fee will be required for new updates.

1. Certification Modules outline.
2. Self study manual
3. Colored fact finding flip chart, scripts and confidential questionnaire.
4. Marketing Manual and Marketing Seminar power point presentation & scripts by email
5. Sales Training Manual and case studies.
6. Resource Handbook by Email
7. Federal Employee Handbook
8. Final Test administered upon completion of the Modules.

Suggested time frame to complete course: The course takes approximately 8days to complete or 24 total hours.

The ChFEBC Designation is for educational use only. Fed Seminars is not affiliated nor does it endorse any financial entity or products.

The ChFEBC Designation requires a 3 year minimum sales experience to be considered.

ALL MATERIALS ARE COPYRIGHTED.

Yearly re-certification: Federal Benefits change on a yearly basis, your first renewal is included in your tuition. This requires studying the updates and taking a renewal exam. The renewal fee is \$200.00 annually due no later than January 31st. Your first year is FREE! There are no refunds once the renewal process has been initiated.