



National Institute of Financial Education

Certified Liability Advisor™

Code of Ethics and Conduct

A Certified Liability Advisory Committee has been established as a guidance and steering committee of experienced peers to review and uphold our Code of Ethics and Conduct, further known here as the “Committee”.

Preamble and Applicability

The Code of Ethics of the Certified Liability Advisory Committee requires certificants to uphold the rules and requirements of Certified Liability Advisors that allow for the proper discharge of their responsibilities to those served, protect the integrity of the credential, and safeguard the public’s trust. Agreement to uphold and abide by the Code of Ethics is a requirement for earning and maintaining certification. Implicit in this agreement is an obligation not only to comply with the mandates and requirements of all applicable laws and regulations, but to act in an ethical manner in all professional services and activities. The Code of Ethics are not set forth to determine behaviors resulting in criminal or civil liability, nor are they intended to resolve matters of market competition.

Compliance

The Committee requires adherence to the Code of Ethics by all certified CLA individuals. Any individual may file a complaint against a certified individual and complaints shall be fully reviewed and weighed by the Committee. The primary objective of the Committee is to enforce the Code of Ethics in accordance with its policies and procedures. Responsibilities of the Committee include review of all complaints filed against certificants; conduct of investigations; disposition of complaints; and recommendation of sanctions if warranted that include loss of the certificants designation. All complaints must allege a violation of the Code of Ethics and shall be investigated according to the rules and procedures of the Committee which allow for due process.

Code of Ethics

Certified Liability Advisors shall always adhere to Federal and state laws.

Certified Liability Advisors shall protect the confidentiality of client interactions and documents and shall not disclose personal financial information to any third party without prior written permission from the client, unless in response to exceptions under applicable law. Transactions shall remain confidential including after the professional relationship has ended.

Certified Liability Advisors shall disclose to clients any third party with a financial interest in their referral transactions.

Certified Liability Advisors shall avoid compromise of professional judgment by conflicts of interest without full disclosure. Certified individuals shall disclose to the client all material information relevant to the professional relationship including conflict(s) of interest, business affiliation(s), compensation structure as required by law, and relationships with third parties.

Certified Liability Advisors shall accurately represent their professional qualifications and shall only advise clients and provide services for which he/she is qualified.

Certified Liability Advisors shall inform clients of programs for which he or she qualifies and shall assist the client in determining the program most suited to his or her needs.

Certified Liability Advisors shall disclose the risks of transactions, conflicts(s) of interest and other relevant information necessary to make the transaction fair to the client.

Certified Liability Advisors shall not intentionally mislead the client as to the interest rate or closing costs associated with the recommended mortgage transaction and shall avoid misrepresentation or concealment of pertinent facts relating to the transaction, closing costs, fees, loan amount, loan program or interest rates.

Certified Liability Advisors shall derive compensation that is fair, reasonable, and that is disclosed in alignment with federal and state disclosure regulations. At the request of the client, the certified individual shall detail the compensation information related to any transaction as permissible by law or corporate governance.

Certified Liability Advisors shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation, or knowingly make false or misleading statements to a client, employer, employee, professional colleague, government, or other regulatory body or official, or any other person or entity.

Certified Liability Advisors shall act in a manner free of bias with regard to race, religion, ethnicity, gender, age, financial status, national origin, or disability.

Certified Liability Advisors shall interact with clients in a manner that reflects positively on the reputation of the industry and the integrity of the credential.

Certified Liability Advisors shall demonstrate their commitment to maintaining the competency requirements of the credential through continued experience and education.

Certified Liability Advisors shall acknowledge the certificate, logo and marks are the property of the CLA™ Certification Committee and agree to return the certificate upon request to the Committee, including those marks provide by the National Institute of Financial Education.

Certified Liability Advisors shall agree to use the logo, marks and other property of the certification in the manner authorized by the Committee.

Certified Liability Advisors shall agree to uphold and abide by the policies and procedures of the Independent Certification Committee and shall cooperate in the conduct of all investigations relating to violations of this Code of Ethics.

Applicant Signature

Applicant Signature (Print)

Date: