

CFP BOARD

**ETHICS CE
KAHOOT! GUIDE**

BASED ON CFP BOARD
**CODE OF ETHICS AND
STANDARDS OF CONDUCT**

EFFECTIVE DATE: OCTOBER 1, 2019

KAHOOT! Guide

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INSTRUCTIONS FOR USING KAHOOT!

Description: Kahoot! is a tool for using technology to administer quizzes, discussions or surveys. It is a game based presentation response system played by the whole class in real time. Multiple-choice questions are projected on the screen. Participants answer the questions with their smartphone, tablet or computer.

Several activities, referred to as *Quizzes* have been set up for your use. Feel free to create a quiz of your own and save it for others to use and/or copy a current quiz and make adjustments to tailor questions to your audience. We only ask that you do not change any of the activities currently established.

Instructors are invited to log into the CFP Board account using the directions below. No need to establish a new account unless you like the program.

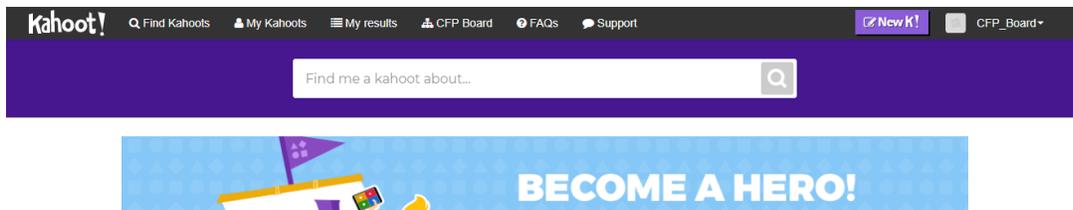
Application review time (before presentation): 15-20 minutes

Set-up time (before presentation): 2 minutes

Participant download time: 2 minutes

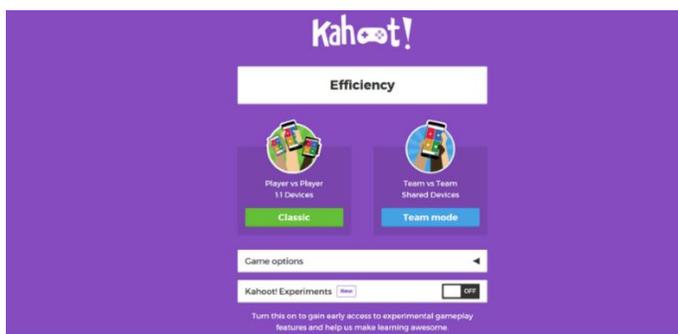
As the Instructor - to access Kahoot!

1. Go to <https://create.kahoot.it/login>
2. Enter
 - a. **Username:** cesponsor@cfpboard.org
 - b. **Password:** 1425cfpb
3. Click *My Kahoots* at the top of the screen



- Ethics CE activities are pre-set into what Kahoot calls a *Quiz*

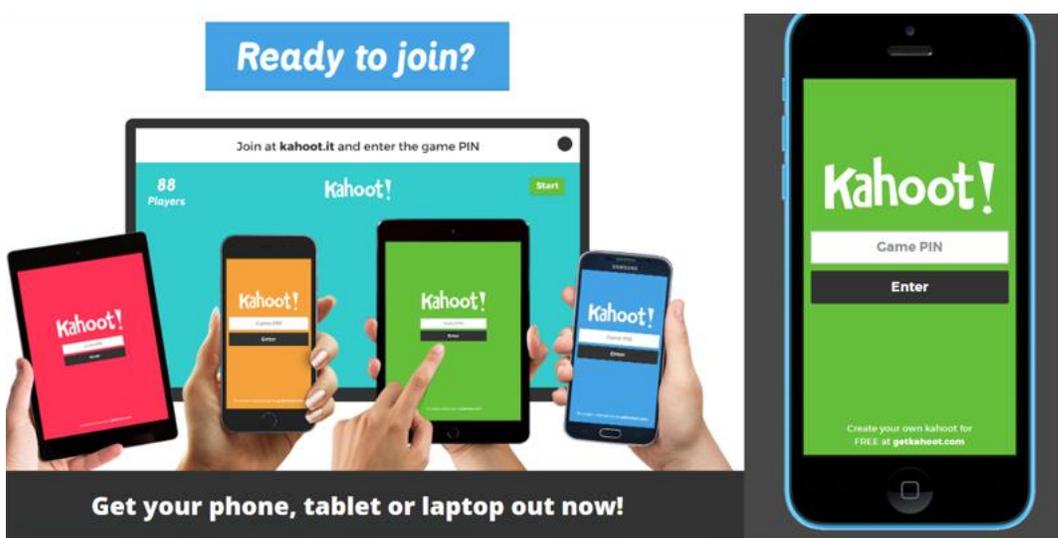
4. Select a *Quiz* and press *Play*
 - Select *Classic* (each individual can access the Quiz and provide a response) or *Team Mode* (individuals work in groups, name their “team” and provide one response on behalf of the team)



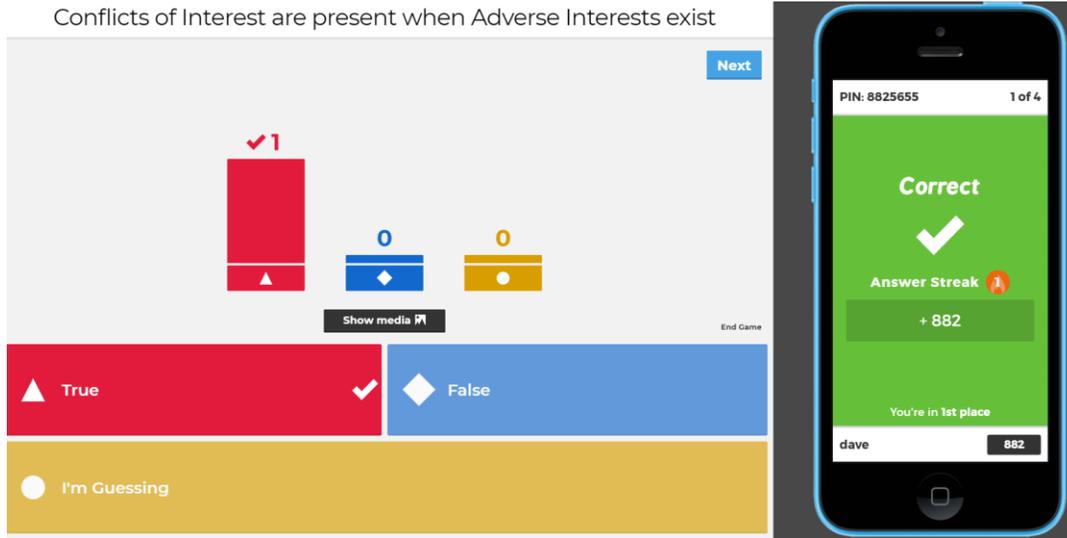
- Participants enter the Game Pin in their device (example: 6200427)



- This is the view from the Attendees' device:



- Once everyone has joined, click *Start*
 - (First) question will display; view responses
 - The  identifies the correct response



- *Scoreboard* will appear with each player and their score
- Click to the next question and repeat

6. Once the quiz is over, exit out of the web page

7. Click *Results*; *New Game*; click *My Kahoots* to select and set-up the next quiz



8. Minimize screen to continue with your presentation

9. Remember to **logout** when your presentation is finished

A couple of notes about the quizzes established:

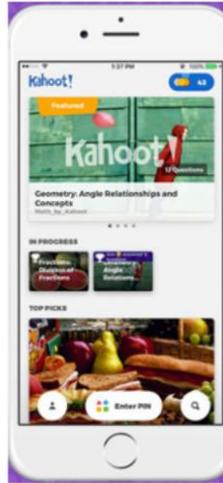
- The questions will automatically appear on the instructors screen.
 - Participants will only see the response selections in different colored blocks
 - A response is selected and recorded on the instructor screen
 - The question is displayed, by itself, for 5 seconds; participants have 20 seconds to record their response
 - The question remains on the screen as responses are being recorded
 - The countdown clock lets participants know time remaining to lock in their response
- Once all question are complete, a podium result will come up showing the top scorers

PARTICIPANT INSTRUCTIONS

The *Kahoot! Guide – Attendees* includes step-by-step instructions for attendees that can be easily inserted in a presentation.

How to Access the Kahoot!

- I. Download the Kahoot! App on your mobile device or go to <https://kahoot.it> in your computer browser
- II. From the mobile app, go to the bottom of the main page and click 'Enter Pin'
 - If you are accessing Kahoot! from a browser, ignore this step



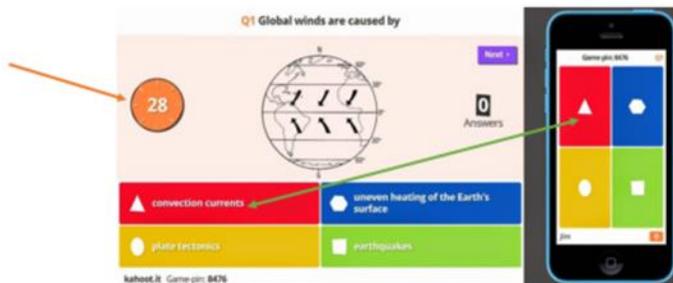
How to Access a Kahoot! Quiz

- I. Enter in the **Game Pin** displayed on the presentation and press *Enter*
- II. Enter your name or alias



Select and Submit Your Response

- I. Once the quiz begins, the question and answers will be displayed on the instructors screen
- II. Select your answer by clicking on the corresponding color before the clock runs out



POLLING QUESTIONS

Description: A series of quick response polling questions cover learning objectives 1, 2, 4 and 5. Any or all of the questions can be incorporated into the presentation. For easier access and flexibility a separate “quiz” has been created for each learning objective.

Quiz Title: Polling Questions – LO1

Total # of Questions: 3

Time: 2 Minutes

- “Providing Financial Advice” applies to a broader set of possible client engagements than does “Providing Financial Planning”
 - Answer Options: **True** False I’m guessing
- The Disciplinary Rules and Procedures have not changed.
 - Answer Options: **True** False I’m guessing
- A distinction remains in the new Code of Ethics and Standards of Conduct between “financial planning” and “financial advice”. You can offer financial advice without owing a Fiduciary Duty.
 - Answer Options: True **False** I’m guessing

Quiz Title: Polling Questions – LO2

Total # of Questions: 5

Time: 3 Minutes

- Providing marketing materials and general financial education materials are now considered “Providing Financial Advice”
 - Answer Options: True **False** I’m guessing
- A CFP® Professionals’ Duties of Loyalty, Care and to Follow Client Instructions are components of Fiduciary Duty and your fiduciary obligation to your clients.
 - Answer Options: **True** False I’m guessing
- The Duty to Follow a Clients’ instructions is absolute. There are no exceptions.
 - Answer Options: True **False** I’m guessing
- Providing written or verbal notice of information security policies satisfies the new Code of Ethics and Standards of Conduct.
 - Answer Options: True **False** I’m guessing
- Without a written engagement, there is no Financial Planning Engagement
 - Answer Options: True **False** I’m guessing

Quiz Title: Polling Questions – LO3

Total # of Questions: 6

Time: 3 Minutes

- There are seven steps to the financial planning process.
 - Answer Options: **True** False I'm guessing

- One past Practice Standard is now two current Practice Standards: Developing Recommendations and Presenting the Recommendations.
 - Answer Options: **True** False I'm guessing

- If a client does not want to enter into a Financial Planning engagement, but you believe the scope of the work requested falls under the Practice Standards, you may satisfy your professional obligations by limiting the scope of the engagement to services that do not require application of the Practice Standards.
 - Answer Options: **True** False I'm guessing

- If a client reasonably believes that a CFP® professional is providing Financial Planning then that professional must comply with the Practice Standards.
 - Answer Options: **True** False I'm guessing

- If a client identifies goals that the CFP® professional does not believe are realistic, then that professional must support those goals due to their Duty to Follow Client Instructions.
 - Answer Options: True **False** I'm guessing

- Understanding the client's Personal and Financial Circumstances includes gathering quantitative and qualitative information from them.
 - Answer Options: **True** False I'm guessing

Quiz Title: Polling Questions – LO5

Total # of Questions: 5

Time: 3 Minutes

- Conflicts of Interest are present when Adverse Interests exist
 - Answer Options: **True** False I'm guessing

- Ambiguity in the disclosures provided to clients about Conflicts of Interest will be interpreted in favor of the client.
 - Answer Options: **True** False I'm guessing

- A CFP® professional can borrow money or lend money to a member of their immediate family without violating the Duty of Loyalty.
 - Answer Options: **True** False I'm guessing

- A sincere belief by a CFP® professional with a Material conflict that he or she is acting in the best interest of the client is sufficient to excuse failure to make full disclosure.
 - Answer Options: True **False** I'm guessing

- A CFP® professional must adopt and follow business practices reasonably designed to prevent Material Conflicts of Interest from compromising the CFP® professional's ability to act in the Client's best interests.
 - Answer Options: **True** False I'm guessing

SHORT QUIZ

Description: This quick fill-in the blank exercise would be a good end-of-program activity to test retention of some of the core concepts.

Quiz Title: Test What You've Learned

Total # of Questions: 5

Time: 3:00 Minutes

Q1: How many steps are now in the Financial Planning Process?

- Answer Options: Six **Seven** Five Eleven

Q2: The scale of services to be provided is defined as the scope of _____.

- Answer Options: **Engagement** Responsibility Authority Planning

Q3: A CFP® professional must act as a _____ at all times

- Answer Options: Investor Planner **Fiduciary** Client

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Q4: There is a _____ when an action might be considered as adverse.

- Answer Options: **Conflict** Advantage Opportunity Collusion

Q5: Exercising your knowledge, experience and resources to meet the Client's needs is _____.

- Answer Options: Duty of Loyalty Duty to CFP Board Duty to Follow Client's Instructions **Duty of Care**



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