

GUIDELINES FOR CASE STUDY SUBMISSION

Every RSP applicant is required to submit a written comprehensive settlement planning case study to the RSP Board. Please do not put your name or any identifying information on any page except the cover sheet. The review is a blind, peer-review by at least three RSP Board members. The criteria used to evaluate your case are attached.

Source

The case study may range from an actual case in which you have been involved or an entirely fictional case. Most submissions are comprised of an actual case with a little embellishment to add to the complexity of the case and to protect the confidentiality of the submitter's client. The applicant does not need to specify whether the origin of the case study was real or fabricated, because the evaluators will treat the submission with confidentiality. The case should be complicated enough for you to demonstrate your synthesis and mastery of several areas of the educational component.

Background Information

The applicant's submission must contain all relevant background information about the claim and claimant. This is important because it enables the reviewers to determine whether your plan is sufficient to meet the standards of admission to the Registry. The submitter is free to choose the method of supplying these data in the case. The background should include a listing and prioritization of the claimant's goals.

Content

The content of the plan must adequately address the issues presented by the case study. Topics to include may include and is not limited to, structured settlement annuities, trusts, government entitlements, special needs planning, estate planning, insurance planning, investment analysis, college funding, and taxation. You should formulate a list of action items to meet the client's goals. In their assessment, the Board will evaluate how well your advice addresses the client's financial needs and whether it integrates the principals learned in the RSP educational program. Content should be presented in a neat and professional manner.

Assumptions

Any assumptions used in supporting calculations must be disclosed in a clearly delineated section of the plan and supported by reality. This may include general inflation, medical cost inflation, college cost inflation, expected investment returns, mortality assumptions, investment expenses, identity of care givers, etc.

Supporting Calculations, Reports and Other Documents

Any supporting calculations should be included as an appendix to the plan. Other documents such as life insurance and annuity quotes, market surveys, life care plan annuitizations, liquidity analyses, etc. should also be included as appendices.

Recommendations/Action Items

Your recommendations should be listed according to priority in plan implementation. The recommendations must be supported by the facts of the case and your analysis.

Organization

Your plan may be organized in any way suiting your presentation style. However, sections and appendices should be clearly labeled and listed in a table of contents.