FOR COMPLIANCE AND EDUCATION TEAMS

Firm Review Packet

Need to submit our CFP CE courses to compliance? This is everything your review team needs, in one place.

Updated November 7, 2026. Also online at fixedincomeresources.com/firm-review-packet. Questions: curquhart@fixedincomeresources.com.

Cover note

Fixed Income Resources asks your firm to approve its self-study CFP Board CE courses on bonds for your advisors to take and, if you choose, to buy as group seats. The courses are education only: they teach how bonds, ladders, munis, bond math and credit work and how to explain them to clients. They sell no products, make no recommendations and give advisors nothing to hand to clients. This packet covers the provider, the courses, what they do and don't contain, purchase options, CE reporting and data handling. A free reviewer code is included so your compliance or education team can take any course before deciding.

About the provider

Fixed Income Resources is a registered CFP Board CE sponsor (Sponsor ID 9093), founded and run by Charles (Chuck) Urquhart, CFA.

- **30+ years in the bond market:** Lehman Brothers (VP, Institutional Fixed Income), then 18 years at Fidelity Capital Markets running retail, correspondent, RIA and family office bond sales and coverage, managing a team of up to 12. Later Tradeweb and Andrew Davidson & Co.
- **Teaching:** Adjunct professor at Loyola University Maryland's Sellinger School of Business (FI 380, Fixed Income Securities). Has delivered CE at FPA chapters.
- **Registration:** Not currently registered with a broker-dealer or RIA. Past FINRA Series 7, 9 and 10 licenses are inactive.
- **Outside business activity:** Chuck also works as a paid consultant to OpenOffering, a municipal bond trading platform. None of the courses mention, recommend or promote OpenOffering or any other trading platform, product or firm.

Name	Charles Urquhart, CFA
Email	curquhart@fixedincomeresources.com
Mail	1011 Bay Ridge Ave #108, Annapolis, MD 21403
Website	fixedincomeresources.com

Course catalog

Six self-study courses make up The Bond Series for Advisors, 12.0 CE hours in total. All are on-demand, online and self-paced.

Course	CE hours	CFP Board status	Program ID	Price per seat
Individual Bonds for Advisors	4.0	Accepted	354879	$49
Explaining Bonds to Clients	2.0	Accepted	354904	$29
Munis for Advisors: Taxes, Calls and Credit	2.0	Accepted	354930	$29

Course	CE hours	CFP Board status	Program ID	Price per seat
Building & Communicating Bond Ladders for Clients	1.0	Accepted	344779	$19
Bond Math for Advisors: Yield, Duration and Convexity	1.0	Accepted	354946	$19
Is the Extra Yield Worth It? Credit and Relative Value for Advisors	2.0	Accepted (completions from 1/1/2027)	355143	$29

The 2.0 hours for Is the Extra Yield Worth It? apply to completions from January 1, 2027 through December 31, 2027.

What the courses are and aren't

The courses teach concepts and client conversations; nothing in them steers an advisor or a client toward a product.

The courses are	The courses are not
Professional education for the advisor	Marketing material for clients
Concepts: pricing, yield, duration, ladders, munis, markups, credit spreads	Recommendations of any security, fund, issuer or strategy
Worked examples using hypothetical bonds and illustrative rates	Sales of any investment product
Built and delivered by an independent provider	Sponsored, paid for or reviewed by any issuer, fund company or dealer
Paid for by the learner or their firm, per seat	Tied to any compensation from product sales

Advisors receive no client-facing handouts, scripts or approved-for-public-use materials. Any client communication an advisor writes after a course stays subject to your firm's normal review.

Course content and reviewer access

Your reviewers can take every course free: we issue a firm-specific code covering all six, limited to the people you name.

Course	What it covers
Individual Bonds for Advisors	How retail bonds are priced, markups and markdowns, choosing individual bonds, building ladders, and individual bonds compared with funds, ETFs and SMAs. Five modules, taught against current rates.
Explaining Bonds to Clients	How bonds and the bond market work, explained in plain language advisors can use with clients.
Munis for Advisors	What a muni is worth to a specific client after tax, what calls and premiums do, the de minimis trap, and how to check credit.
Building & Communicating Bond Ladders	Why ladders work, how to build one and how to walk a client through it.
Bond Math for Advisors	Price and yield, yield to worst, roll-down, horizon return, duration and convexity, worked with numbers.
Is the Extra Yield Worth It?	Taking any yield apart into the matched Treasury plus pay for credit, liquidity and call risk, less taxes and fees, then judging whether the extra is worth it. Five modules.

Each course mixes short lessons, interactive checks and video, with graded quizzes. Full module outlines and learning objectives are available on request.

Ways your firm can use the courses

Your firm can approve the courses for advisors to buy on their own, buy seats in bulk, or book a live session; the three can be combined.

Option	How it works	Billing
Approved for individual purchase	Advisors enroll themselves at the catalog price and claim their own CE.	Advisor pays at checkout
Group seats	Your firm buys seats for a named list of advisors, who enroll with a firm code.	One invoice to the firm
Live CE session	Chuck delivers a live webinar or in-person session on a bond topic for your advisors.	From $2,500, quoted per session

Group-seat pricing (per course, off the catalog price):

Seats bought	Price
1 to 9	Catalog price
10 to 49	15% off
50 to 249	25% off
250 or more	35% off
Full series, all six courses (12 CE hours)	$99 per advisor

Live CE session: from $2,500 for a live webinar or $3,500 plus travel in person, quoted per session for any number of your advisors, CE reporting included. FPA, NAPFA and other nonprofit chapters get a chapter rate.

CE completion and reporting

An advisor earns CE only after working through every module in order and passing the course quizzes; Fixed Income Resources reports the credit to CFP Board within 14 days.

1. The advisor provides their CFP Board ID.
2. The advisor works through each module in order, passes the course quizzes and completes a short course evaluation.
3. The platform issues a certificate of completion with the course, CE hours, program ID and completion date.
4. Fixed Income Resources reports the completion to CFP Board under Sponsor ID 9093 within 14 days.
5. For group seats, the firm can request a completion report listing each advisor, course and date.

CFP Board acceptance runs by calendar year; programs are renewed each year to stay current.

Data, privacy and common questions

The courses collect only what CE reporting needs and never touch client data.

- **Collected:** name, email, CFP Board ID, course progress and quiz results.
- **Not collected:** any client information, account data or firm systems access.

- **Hosting and payment:** courses run on the LearnWorlds platform; card payments go through a third-party processor, and Fixed Income Resources does not store card numbers.
- **Use:** data is used for course delivery and CE reporting, and is never sold. Advisors can opt out of course emails at any time.

Is Fixed Income Resources a product sponsor or wholesaler? No. It sells only education and has no product, fund or issuer relationships tied to the courses.

Can advisors share course material with clients? No. The material is for the advisor's own education.

Does your firm receive or pay anything beyond seat fees? No revenue sharing, referral fees or marketing payments in either direction.

Who do we contact with review questions? Chuck Urquhart, curquhart@fixedincomeresources.com.

Vendor onboarding

What vendor-onboarding teams usually ask for, in one place.

- **Legal entity:** Fixed Income Resources, LLC, a Maryland limited liability company. 1011 Bay Ridge Ave #108, Annapolis, MD 21403. W-9 available on request.
- **Instructor background:** Charles Urquhart, CFA, is not currently registered with FINRA or any state. He previously held Series 7, 9 and 10 registrations at Fidelity Capital Markets, with no disciplinary history. Firms can check his history on FINRA BrokerCheck.
- **Independence:** The courses do not recommend or link to any security, fund, platform or issuer, and Fixed Income Resources receives no compensation tied to any product discussed in them.
- **Information security:** Courses are hosted on LearnWorlds, which states it holds ISO 27001 certification and is GDPR compliant. Card payments run through PCI DSS Level 1 processors. No client data is collected. If a data incident affects any of your firm's advisors, we will notify your firm within 72 hours of learning of it.
- **Accessibility:** Course videos include captions.
- **Proof of completion:** Each advisor passes the course quizzes and receives a certificate showing their name, the course, the CFP Board program ID, the CE hours and the completion date. A sample certificate is available on request.
- **Commercial terms:** Group seats are invoiced to the firm, payable within 30 days. Unused seats can be reassigned to another advisor.
- **Gifts:** Reviewer access is for compliance review only. Any complimentary seat is valued at its list price ($19 to $49) so your firm can track it against its gift policy.
- **References:** Available on request.

Fixed Income Resources, LLC · 1011 Bay Ridge Ave #108, Annapolis, MD 21403 · curquhart@fixedincomeresources.com · 508-828-0059 · fixedincomeresources.com