

James D. Hallett

Hallett & Associates, P.S.
(doing business as)
Hallett Advisors

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**FORM ADV
BROCHURE SUPPLEMENT**

This brochure supplement provides information about James D. Hallett that supplements the Hallett & Associates' brochure. You should have received a copy of that brochure. Please contact us if you did not receive our firm's brochure or if you have any questions about the contents of this supplement.

Additional information about James D. Hallett is available on the SEC's website at www.adviserinfo.sec.gov.

Item 2 Educational Background and Business Experience

James Dennis Hallett

Year of Birth: 1955

Formal Education After High School:

- Pacific Lutheran University, Tacoma, WA, B.B.A., Business and Finance, 1977
- Certified Financial Planner TM, 1992
- Chartered Life Underwriter, 1994
- Chartered Financial Consultant, 1995
- Certified Divorce Financial Analyst, 1997
- Registered Financial Consultant, 2001
- Accredited Estate Planner, 2003
- Accredited Investment Fiduciary Advisor, 2005
- College of Financial Planning, Denver, CO, MSFP; Master of Science, Financial Planning, 2009

Business Background Previous Five Years:

- Hallett & Associates, P.S., President / Investment Adviser Representative, 1999 - Present
- Cambridge Investment Research, Inc., Registered Representative, 01/2004 - 10/2009
- First Allied Securities, Registered Representative, 10/1998 - 01/2004
- American Express Financial Advisors, Senior Financial Advisor, 06/1987 - 10/1998

Certifications:

The CERTIFIED FINANCIAL PLANNER, CFP and federally registered CFP (with flame design) marks (collectively, the "CFP marks") are professional certification marks granted in the United States by Certified Financial Planner Board of Standards, Inc. ("CFP Board").

The CFP certification is a voluntary certification; no federal or state law or regulation requires financial planners to hold CFP certification. It is recognized in the United States and a number of other countries for its (1) high standard of professional education; (2) stringent code of conduct and standards of practice; and (3) ethical requirements that govern professional engagements with clients. Currently, more than 62,000 individuals have obtained CFP certification in the United States.

To attain the right to use the CFP marks, an individual must satisfactorily fulfill the following requirements:

- Education - Complete an advanced college-level course of study addressing the financial planning subject areas that CFP Board's studies have determined as necessary for the competent and professional delivery of financial planning services, and attain a Bachelor's Degree from a regionally accredited United States college or university (or its equivalent from a foreign university). CFP Board's financial planning subject areas include insurance planning and risk management, employee benefits planning, investment planning, income tax planning, retirement planning, and estate planning;
- Examination - Pass the comprehensive CFP Certification Examination. The examination, administered in 10 hours over a two-day period, includes case studies and client scenarios designed to test one's ability to correctly diagnose financial planning issues and apply one's knowledge of financial planning to real world circumstances;
- Experience - Complete at least three years of full-time financial planning-related experience (or the equivalent, measured as 2,000 hours per year); and
- Ethics - Agree to be bound by CFP Board's *Standards of Professional Conduct*, a set of documents outlining the ethical and practice standards for CFP professionals.

Individuals who become certified must complete the following ongoing education and ethics requirements in order to maintain the right to continue to use the CFP marks:

- Continuing Education - Complete 30 hours of continuing education hours every two years, including two hours on the *Code of Ethics* and other parts of the *Standards of Professional Conduct*, to maintain competence and keep up with developments in the financial planning field; and
- Ethics - Renew an agreement to be bound by the *Standards of Professional Conduct*. The Standards prominently require that CFP professionals provide financial planning services at a fiduciary standard of care. This means CFP professionals must provide financial planning services in the best interests of their clients.

CFP professionals who fail to comply with the above standards and requirements may be subject to CFP Board's enforcement process, which could result in suspension or permanent revocation of their CFP certification.

Chartered Financial Consultant ['ChFC']: This designation is issued by The American College and is granted to individuals who have at least three years of full-time business experience within the five years preceding the awarding of the designation. The candidate is required to take seven mandatory courses which include the following disciplines: financial, insurance, retirement and estate planning; income taxation, investments and application of financial planning; as well as two elective courses involving the application of the aforementioned disciplines. Each course has a final proctored exam and once issued, the individual is required to submit 30 hours of continuing education every two years.

Chartered Life Underwriter ['CLU']: This designation is issued by The American College and is granted to individuals who have at least three years of full-time business experience within the five years preceding the awarding of the designation. The candidate is required to take a series of mandatory courses which include, for example, the following: insurance planning, life insurance law, fundamentals of estate planning, planning for business owners, income taxation, group benefits, planning for retirement needs, and investments. Each course has a final proctored exam and once issued, the individual is required to submit 30 hours of continuing education every two years.

Certified Divorce Financial Analyst [CDFA] The Certified Divorce Financial Analyst LLC, offers a credential for financial professionals in the divorce arena. A candidate must successfully complete four exams based on the Certified Divorce Financial Analyst Self-Study course, be in good standing with his or her firm, broker/dealer and/or governmental regulation agencies, and complete 20 hours of continuing education courses every two years.

Accredited Estate Planner [AEP] The AEP designation is awarded by the National Association of Estate Planners & Councils to estate planners who have completed two graduate-level courses administered by The American College, meet specific professional requirements and who practice as one of the following: attorney, CPA, trust officer, CLU, CFP certificant or ChFC.

Accredited Investment Fiduciary Analyst, AIFA: This designation is issued by the Center for Fiduciary Studies, a nationally recognized training organization for fiduciaries. AIF Program graduates are specially trained in investment fiduciary responsibility and portfolio management. In order to qualify for the AIFA designation, the candidate must complete a preset program, and pass a final exam with a score of 75% or better. Once issued, the candidate is required to complete 6 hours of continuing education each renewal year.

1. Inactive Designees are not able to reference the AIFA designation as inactive. However, the individual can state that he/she successfully completed the AIF Training.
2. Although there are no pre-requisites for AIFA Training, for individuals who practice in the State of Nebraska there is additional information that was published by the Nebraska Dept of Banking and Finance about the use of the AIF designation in that state. Here is the link that describes the additional information:
http://www.ndbf.ne.gov/forms/IO_No_26_9-30-09.pdf.

Item 3 Disciplinary Information

James D. Hallett does not have, nor has he ever had, any disciplinary disclosure.

Item 4 Other Business Activities

Mr. Hallett is separately licensed as an independent insurance agent. In this capacity, he can effect transactions in insurance products for his clients and earn commissions for these activities. The fees you pay our firm for advisory services are separate and distinct from the commissions earned by Mr. Hallett for insurance related activities. This presents a conflict of interest because Mr. Hallett may have an incentive to recommend insurance products to you for the purpose of generating commissions rather than solely based on your needs. However, you are under no obligation, contractually or otherwise, to purchase insurance products through any person affiliated with our firm.

Item 5 Additional Compensation

Please refer to the *Other Business Activities* section above for disclosures on Mr. Hallett's receipt of additional compensation as a result of his activities as a licensed insurance agent.

Also, please refer to the *Fees and Compensation* section and the *Client Referrals and Other Compensation* section of our firm's brochure for additional disclosures on this topic.

Item 6 Supervision

In the supervision of our associated persons, advice provided is limited based on the restrictions set by Hallett & Associates, P.S., and by internal decisions as to the types of investments that may be included in client portfolios. We conduct periodic reviews of client holdings and documented suitability information to provide reasonable assurance that the advice provided remains aligned with each client's stated investment objectives and with our internal guidelines.

Mr. Hallett is the President and sole advisory representative of our firm; therefore, supervision is not required. Please contact our firm if you have any questions. Our phone number is on the cover of this supplemental brochure.