



Limited English Proficiency (LEP) Frequently Asked Questions (FAQ)

Who is considered a candidate with limited English proficiency (LEP)?

Candidates with LEP are people who do not speak English as their primary language and have limited ability to read, speak, write or understand English. [See *FINRA Information Notice - 8/1/12.*]

Can extra exam time due to LEP be requested for a candidate taking the Securities Industry Essentials® (SIE®) Exam?

Yes, as of October 16, 2023, extra time for LEP candidates is available for the SIE exam.

How does a candidate request extra time to complete a qualification exam based on LEP?

For qualification exams, sponsored candidates must have their firm submit requests for additional time based on LEP directly through the CRD system. FINRA no longer accepts hardcopy LEP Request/Attestation Forms for qualification exams from FINRA-registered firms or non-FINRA firms that use CRD to register candidates with other CRD participating regulators.

SIE exam candidates and unsponsored qualification candidates should complete a [Web-based LEP Request Form](#).

Note: Details of both processes can be found on FINRA's Candidates with Limited English Proficiency (LEP) page.

Can a firm request extra time for LEP for the SIE exam via CRD?

No. SIE test takers must complete a [Web-based LEP Request Form](#).

How much extra time will be granted to LEP-eligible candidates?

LEP-eligible candidates will receive an additional 30 minutes for an exam that is up to two hours in length and an additional 60 minutes for an exam over two hours in length. See the Qualifications Exam page for a list of exams and the applicable costs, number of questions and time allotted to complete the exam.

How long will it take for an LEP candidate's request to be processed?

LEP requests submitted via the CRD system are processed immediately and available for scheduling with a FINRA test delivery vendor.

For SIE requests and non-CRD filers, FINRA will provide notification via email that an LEP request has been processed or that further information is required within five business days of receipt. Once FINRA processes a candidate's completed LEP Request Form, FINRA will notify candidates via email that their LEP time has been added to their current enrollments and they can proceed with scheduling their exam appointment(s).

How can a candidate check the status of a submitted LEP Request Form?

CRD provides immediate confirmation of the LEP Request Form submission. Filing firms will see save confirmation language on the CRD screen at the time of submission, as well as a checkbox noting the acceptance.

For non-CRD filers, if a candidate does not receive an email notification from FINRA within five business days after submitting the web-based LEP Request Form, the candidate can check the status of the request by contacting FINRA's [LEP Support Services Team](#) or by contacting FINRA's Industry Professionals line at (240) 386-4040.

Can a candidate schedule an appointment before submitting the LEP Request Form?

No, candidates should not schedule an appointment before submitting a request for extra time due to LEP. If an appointment is scheduled prior to requesting additional time based on LEP, neither CRD nor FINRA will have the ability to add extra time to the exam enrollment until the appointment is canceled.

How does a candidate schedule an exam after FINRA confirms by CRD or email that the request was processed?

Candidates must schedule the exam appointment with Prometric either: by contacting Prometric's National Call Center at (800) 578-6273 (toll free); or

online using www.prometric.com/finra for web-based scheduling.

Is a candidate required to present a letter from their firm requesting additional time based on LEP at the testing center?

No. Test delivery vendor personnel will not accept approval letters and are not authorized to provide additional time to LEP-eligible candidates.

Does a candidate have to submit an LEP Request Form for each exam they plan to take?

No. For sponsored candidates, the request for additional time will apply to all of the qualification exams that are selected via CRD. For SIE and unsponsored candidates, the request will apply to all open enrollment windows at the time of submission of the web-based LEP Request Form.

If a candidate fails an exam and needs to retake it, will they have to submit a new LEP Request Form submission?

No. If a candidate does not successfully complete an exam and needs to retake it, FINRA will reapply LEP time to their new enrollment within five business days. A new testing appointment should not be scheduled until an approval notification has been received via email.

If a candidate enrolls to take a different exam, will they have to submit a new LEP Request Form submission?

No. FINRA will reapply previously approved LEP time to subsequent exams that are opened **within five years of the initial LEP request approval date**. Therefore, candidates do not need to submit additional requests. A new testing appointment should not be scheduled until an approval notification has been received via email.