

About Continuing Education

The Securities Industry Continuing Education Program (Program) is a two-part program. The Regulatory Element consists of periodic computer-based training on regulatory, compliance, ethical and supervisory subjects. The Firm Element consists of annual, firm-developed and administered training programs designed to keep specified registered employees current regarding job- and product-related subjects. Continuing Education requirements do not apply to Investment Adviser-only representatives.

The Securities Industry/Regulatory Council on Continuing Education (the Council) has advisory and consultative responsibilities with regard to the development, implementation and ongoing operation of the Securities Industry Continuing Education Program. The Council also provides resources to assist the industry in complying with continuing education requirements.

To obtain the CE Session Content Outlines, vendor delivery sites (including foreign sites), Firm Element Guidelines, Publications, Frequently Asked Questions, CE Council Members, other vendors and a Registration/Exam Fee Schedule, go to the **CE Council Web site:** www.cecouncil.com.

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Questions on Web CRD ? Call the FINRA Gateway Call Center at 301-869-6699
8 A.M. - 8 P.M., ET, Monday-Friday.

Firm Element

The Firm Element requires each firm to annually develop and implement a written plan for training its covered registered persons based on an assessment of its own specific training needs. The training can be carried out through a wide variety of methods or delivery mechanisms available to the firm and appropriate to its needs. The Firm Element is not tracked through Web CRD.

For more information regarding the Firm Element guidelines please go to www.cecouncil.com/firm-element.

Regulatory Element

The Regulatory Element is computer-based training (CBT), which all registered broker-dealer representatives must complete. The CBT focuses on Rules and Regulations and Sales Practices. Web CRD monitors the Regulatory Element of the representative's CE cycle by establishing a Base Date.

An individual's Base Date is one of the following:

- A registered person's initial securities registration approval date with an Self-Regulatory Organization (SRO), such as FINRA;
- The Qualification examination waiver date;
- The new securities registration approval date for a registered person that has been terminated for two or more years and is reentering the industry.

An AG must sit for the CBT on the second anniversary date of his or her Base Date and every three (3) years thereafter, or as prescribed by FINRA. On each occasion the Regulatory Element must be completed within one hundred twenty (120) days of the individual's anniversary date.

An AG may sit for the CBT at Prometric Centers, Pearson VUE (Virtual University Enterprise) Centers, or at his or her firm if the firm is a participant of "In-Firm Delivery." Please see [Notice to Members 01-14](#) for more information on "In-Firm Delivery."

Registered persons must participate in the Regulatory Element within 120 days of the second anniversary of their initial securities registration approval and every three years thereafter (e.g., the fifth, eighth, 11th, 14th, etc., anniversaries), with no graduation from the Regulatory Element.

CE Sessions Types

The type of CE session required is dependent on the registration(s) held by the individual. For individuals with multiple registrations, the session assignment will be based on their highest level of registration.

S-101 – The General Program

S-201 – A program designed for Supervisors/Principals

S-106 – A program designed for Series 6 (IR) Investment Representatives

S-501 – A program designed for Series 56 (PT) Proprietary Trader

S-901 – A program designed for Series 99 (OS) Operations Professionals

Foreign Deferrals

A foreign deferral defers a Continuing Education Regulatory Element requirement until the individual's next Regulatory Element anniversary, and is granted only for those persons residing in locations outside a 350-mile radius of a Pearson VUE or Prometric center.

Foreign deferral requests must be made in writing, on company letterhead, signed by a principal of the firm, and mailed or faxed to:

FINRA
Testing & Continuing Education Department
9509 Key West Avenue
Rockville, MD 20850
Fax: (240) 386-4706

Requests must contain the individual's name, CRD number, and the city and country of residence. Firms must proactively request a foreign deferral for each anniversary date that subjects a registered person to a Regulatory Element requirement. FINRA does not automatically renew foreign deferrals. All requests should be made at least two weeks prior to the end of the candidate's CE requirement.

For details on the foreign deferral policy see Notice to Members 96-48 (July 1996), Notice to Members 04-12 (February 2004); Notice to Members 03-40 (July 2003); Notice to Members 01-73 (November 2001); and Notice to Members 01-50 (August 2001).

Active Military Leave

FINRA provides registration and licensing relief to FINRA registered persons and certain formerly registered persons who volunteer or are called into active military duty.

The documentation required for Active Military Leave can be submitted by mail or faxed to:

FINRA
Registration & Disclosure Department
P.O. Box 9495
Gaithersburg, MD 20898-9495
Fax: (240) 386-4849

Requests must contain a copy of the individual's orders (official call-up notification) or a copy of the letter of leave request for individuals that voluntarily join and a letter from the firm (on firm letterhead). When the individual's military service ends and he or she returns to the firm or begins working at a new firm, the firm should provide to FINRA a letter from the firm (on firm letterhead) and a copy of the individual's discharge papers that indicate the start and end dates of service.

For details regarding the relief provided for active military service, see [Notice to Members 06-08](#).

Significant Disciplinary Actions

Incurring a significant disciplinary action results in a requirement to complete the Regulatory Element within 120 days of the effective date of the significant disciplinary action. The cycle for participation in the Regulatory Element may also be adjusted to reflect the effective date of the significant disciplinary action rather than the initial securities registration date.

Directed Sequence

Unless otherwise determined by FINRA, a registered person will be required to retake the Regulatory Element and satisfy all of its requirements in the event such person:

- (A) is subject to any statutory disqualification as defined in Section 3(a)(39) of the Exchange Act;
- (B) is subject to suspension or to the imposition of a fine of \$5,000 or more for violation of any provision of any securities law or regulation, or any agreement with or rule or standard of conduct of any securities governmental agency, securities self-regulatory organization, or as imposed by any such regulatory or self-regulatory organization in connection with a disciplinary proceeding; or
- (C) is ordered as a sanction in a disciplinary action to retake the Regulatory Element by any securities governmental agency or self-regulatory organization.

The retaking of the Regulatory Element shall commence with participation within 120 days of the registered person becoming subject to the statutory disqualification, in the case of (A) above, or the disciplinary action becoming final, in the case of (B) and (C) above. The date of the disciplinary action shall be treated as such person's new base date with FINRA.

Directed Session

A Directed Session is an additional CE session directed by a regulator, but is not the result of a significant disciplinary action. The Directed Session does not affect the individual's Base Date.

Continuing Education Information in View Individual

Firms can view current and historical CE information through the Web CRD View Individual function. The Continuing Education section displays current and historical Continuing Education (CE) information for an individual. Information displayed includes the individual's CE Status, Base Date, and upcoming CE Requirement window.

The system defaults to the Current CE Regulatory Element Status screen.

? Printer Friendly

Current CE Regulatory Element Status

Individual CRD#: [1111111](#)
Individual Name: DOE, JOHN

Individual CE Information	
Current CE Status	REQUIRED
CE Base Date	01/03/1978
Session Type	201

CE Appointments									
Session	Enrollment ID	Appointment Status	Appointment Date	Vendor	Confirmation Number	Vendor Center ID	Location	Window Dates	
201	32747220	Scheduled	02/27/2013	PEARSON VUE	5944509		FT. WAYNE, IN, USA	01/03/2013 - 05/02/2013	

Current CE Requirements								
Requirement Type	Status	Window Dates	Session	Status Date	Result	Foreign Deferred	Military Deferred	
Anniversary	REQUIRED	01/03/2013 - 05/02/2013	201	01/03/2013		N	N	

Next Requirement		
Window Dates	Requirement Type	Session Type
01/03/2016 - 05/01/2016	Anniversary	201

To view a history of CE anniversary and disciplinary requirements, select the CE History link from the left navigation panel.

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CE History

Individual CRD#: [1111111](#)
Individual Name: DOE, JOHN

Individual CE Information	
Current CE Status	REQUIRED
CE Base Date	01/03/1978
Session Type	

Previous Requirement						
Requirement Type	Status	Window Dates	Session	Status Date	Result	
Anniversary	SATISFIED	01/03/2010 - 05/02/2010	201	02/23/2010	CMPLT - 02/23/2010	
	REQUIRED	01/03/2010 - 05/02/2010	201	01/04/2010		

Inactive History
 No CE Inactive History Found

Directed CE History
 No Directed Sequence History Found

Web CRD Tools Available for Monitoring CE Cycles

Firms are responsible for monitoring an individual's CE cycles and advising the individual of his or her requirement. Web CRD provides three mechanisms to monitor an individual's CE cycle:

- Queues
- Reports
- Firm Notifications

Individual Queues

The following individual queues are available to firm users in Web CRD for monitoring CE requirements for individuals at your firm:

Queue Name	Queue Description	Queue Content
Approaching CE Requirement	Lists individuals who will enter their CE requirement window within the next 28 days. Individuals remain in this queue for 28 days prior to their CE window begin date.	Individual CRD # Individual Name Billing Code Type of CE Session Window Begin/End Dates Scheduled Appointments
CE 2-Year Termed	Lists individuals who have been terminated due to being CE Inactive for 2 years. Notices enter this queue when the SRO registration status for an individual becomes CE 2-Year Termed. Individuals remain in queue indefinitely for historical purposes.	Individual CRD # Individual Name Billing Code CE 2-Year Term Date
CE Inactive	Lists individuals who have become inactive because they did not satisfy the CE requirements. Individuals remain in queue until (1) CE is completed, (2) firm terminates the individual or (3) automatic termination occurs.	Individual CRD # Individual Name Billing Code New Hire Type of CE Session Window Begin/End Dates Scheduled Appointments
CE Satisfied	Lists individuals who have satisfied their CE requirements within the specified time frame. Individuals remain in queue indefinitely for historical purposes.	Individual CRD # Individual Name Billing Code Type of CE Session Satisfied Date
Currently CE Required	Lists individuals that are required to take the CE session. Individuals remain in this queue as long as they are within their 120-day requirement window and the requirement is incomplete.	Individual CRD # Individual Name Billing Code Type of CE Session Window Begin/End Dates Scheduled Appointments

Web CRD Tools Available for Monitoring CE Cycles (Continued)

Reports

The following reports are available to firm users in Web CRD for monitoring CE requirements for individuals at their firm:

Report Name	Report Description	Report Content
Approaching CE Queue Report and Download	Lists individuals in the firm's Approaching CE Requirement queue.	Window Begin/End Dates Session Type Individual CRD # Individual Name Billing Code Scheduled Appointments
Approaching CE Two Year Termed Download	Lists individuals who will become CE Two Year Termed in the next 10 days.	Individual CRD # Individual Name CE 2 Year Termed Date
CE Download	Lists all individuals who are currently employed with the firm and their current CE status.	CE Session Type Individual CRD # Individual Name CE Base Date Window Begin/End Dates Current CE Status Scheduled Appointments
Current Inactive CE Individuals Within a Firm	Lists all individuals who are currently employed with the firm and who are currently CE Inactive and the date from which the individual has been CE Inactive.	Individual Name Individual CRD # Filing Date New Hire CE Inactive Start Date Number of Days Inactive CE Session Type Scheduled Appointments
Previously Inactive CE Individuals Within a Firm	Lists all individuals who are or were employed with the firm and at the time of employment were CE Inactive during a specified timeframe.	Individual Name Individual CRD # Registration Category CE Inactive Start/End Dates Number of Days Inactive Employment Termination Date
CE 2 Year Termed Download	Lists all individuals who have become CE 2 Year Termed.	Individual CRD # Individual Name CE 2 Year Termed Date

Web CRD Tools Available for Monitoring CE Cycles (Continued)

Firm E-mail Notifications

Firms can sign up to receive the following CE e-mail notifications, which notify firms when an individual enters the CE queues or is approaching the window for their CE requirement:

- Notify when a registered individual is within 30 days of the end of his or her CE Required window
- Notify when a registered individual is within 90 days of the end of his or her CE Required window
- Notify when registered individuals receive an INCOMPLETE result for a CE session
- Notify when a registered individual enters Firm CE Inactive Queue

Please see the [Firm Notification](#) guide for more information on signing up for e-mail notifications.

Tips for Managing CE

- If searching for CE information on a single individual within the firm, best practice is to view the individual's CE information through View Individual rather than using the CE queues.
- When the 120-day window expires the enrollment is still valid, so the individual can still call a testing center and schedule an appointment to sit for the requirement without opening another window.
- When the registration status of the individual changes to CE Inactive or CE 2-Year Termed, the individual cannot conduct any business requiring a registration.
- Always check the CE information for "New Hires" during the Pre-Registration evaluation.
- New Hires that are CE Inactive will also appear in the Current Registration Deficiencies Queue with a status of DEFICIENT - CE INACTIVE.
- For New Hires that are CE Inactive, determine the amount of time remaining before a CE 2-Year Termination will become effective.
- Individuals that are terminated will be automatically removed from all CE Queues, except for those with date ranges (historical queues).
- Individuals who reside within 350 miles of a testing site are not eligible for a Foreign Deferral and are required to satisfy the Regulatory Element.