

FINRA provides candidates with Limited English Proficiency (LEP) additional time to complete a FINRA-administered qualification examination or Regulatory Element Continuing Education (CE) session.

Candidates with LEP are persons who do not speak English as their primary language and have limited ability to read, speak, write or understand English. Refer to [FINRA's LEP Web page](#) for additional details.

### Accessing Web CRD

Web CRD can be accessed two ways:

1. FINRA Firm Gateway at —> <https://firms.finra.org>, or
2. Directly at —> <https://crd.finra.org>

Enter your **User ID** and **Password**.

If you access via FINRA Firm Gateway, click on the **Web CRD** tab.

Once you have accessed Web CRD, you may navigate through the system as needed.

### Submitting an LEP Request

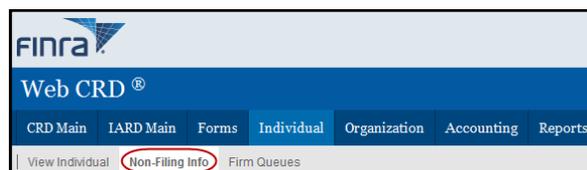
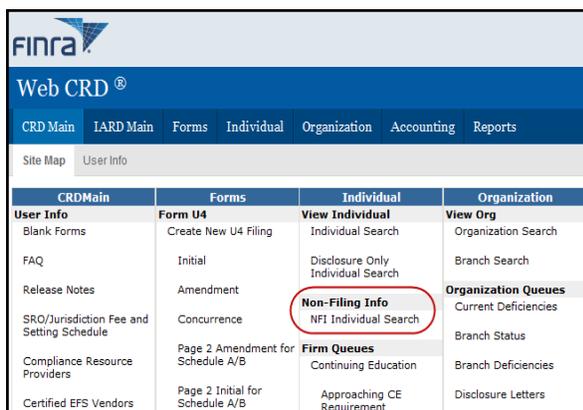
There are two ways to access the **LEP** functionality in Web CRD:

**NOTE:** Be sure your Account Administrator has entitled you to the Web CRD Manage Limited English Proficiency (LEP) Requests.

1. From the **Individual** section of the Web CRD site map, click **NFI Individual Search**.

OR

1. Click the **Individual** tab on the Web CRD toolbar.  
1a. Click on **Non-Filing Info** from the sub-menu.



**Questions on Web CRD® ? Call the FINRA Gateway Call Center at 301-869-6699**  
8 a.m. - 8 p.m., Eastern Time, Monday - Friday

2. Enter a combination of the Individual's **CRD#, SSN, Name, Firm Name, Firm CRD Number and/or States** and click the **Search** button.



Printer Friendly

## NFI Individual Search Criteria

**Search by CRD Number**

CRD Number :

**Search by Social Security Number**

SSN (xxx-xx-xxxx):

**Search by Name**

Last Name:  First Name:

Middle Name:  Perform "sounds-like" search

Firm CRD Number:  Firm Name:

**Available States**

- Alabama
- Alaska
- Arizona
- Arkansas
- California

>>

<<

**Selected State(s)**

**Select Number of Rows**

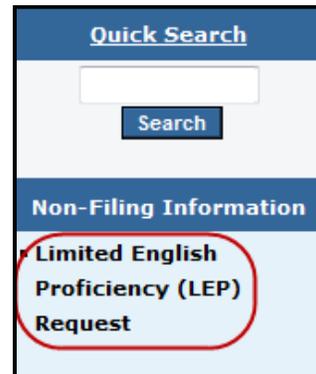
Number of Rows per Page:

**NOTE:** If more than one record displays, click on the line of the appropriate record.

**OR**

2.a. If needed, select **Limited English Proficiency (LEP) Request** from the navigation bar on the left. Then perform the search using the instructions above.

**NOTE:** If **LEP** is your only entitlement under NFI, then the system will automatically default to the **LEP** screen.



**NOTES:**

- CRD will display the enrollments that are currently open.
  - The enrollment cannot have a scheduled appointment.
  - LEP can only be requested for enrollments without a Special Accommodation approval on file.
3. Click the **LEP Flag** for the appropriate **Exam** and/or **CE Enrollment**. If you are requesting LEP for multiple enrollments, click the **LEP Select All** button. Click Submit.


 Printer Friendly

## Limited English Proficiency (LEP) Request

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

**FINRA provides candidates with Limited English Proficiency (LEP) additional time to complete a FINRA-administered qualification examination or Regulatory Element Continuing Education (CE) session. Candidates with LEP are persons who do not speak English as their primary language and have limited ability to read, speak, write or understand English. Refer to FINRA's LEP webpage for additional details.**

**A firm may request additional time based on LEP for this candidate for any open enrollments that do not reflect an appointment status of "Scheduled" by selecting the check box for the appropriate examination or CE session. A firm may use the Select All button to request additional time for all eligible enrollments. An LEP Request Form executed by this candidate and a principal/officer of the firm attesting that this candidate has LEP must be maintained by the firm and produced upon request.**

**Individual Information**

RR Registered:	Yes
RA Registered:	Yes
Billing Code:	

**Exams**

LEP Flag Select All	Exam ID	Enrollment ID	Appointment Status	Appointment Date	Vendor	Confirmation Number	Vendor Center ID	Location	Window Begin Date	Window End Date
<input type="checkbox"/>	S24	34231631							02/08/2014	06/08/2014

**CE**

No CE Enrollments Found

4. Select **Continue**.

By clicking the Continue button below, I certify that the firm maintains and will produce upon request a properly executed LEP Request Form for this submission.

After clicking on the **Continue** button, a message at the top of the screen will reflect that your request has been saved.

 Your request for additional time based on LEP has been submitted/ accepted. You may now schedule an appointment.

### Limited English Proficiency (LEP) Request

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

**FINRA provides candidates with Limited English Proficiency (LEP) additional time to complete a FINRA-administered qualification examination or Regulatory Element Continuing Education (CE) session. Candidates with LEP are persons who do not speak English as their primary language and have limited ability to read, speak, write or understand English. Refer to FINRA's LEP webpage for additional details.**

**A firm may request additional time based on LEP for this candidate for any open enrollments that do not reflect an appointment status of "Scheduled" by selecting the check box for the appropriate examination or CE session. A firm may use the Select All button to request additional time for all eligible enrollments. An LEP Request Form executed by this candidate and a principal/officer of the firm attesting that this candidate has LEP must be maintained by the firm and produced upon request.**

**Individual Information**

RR Registered:	Yes
RA Registered:	Yes
Billing Code:	

**Exams**

LEP Flag Select	Exam	Enrollment ID	Appointment Status	Appointment Date	Vendor	Confirmation Number	Vendor Center ID	Location	Window Begin Date	Window End Date
All <input type="checkbox"/>										
<input checked="" type="checkbox"/>	S24	34231631							02/08/2014	06/08/2014

**CE**

No CE Enrollments Found

OR

4a. If the firm does not agree to the certification statement, select **Cancel**.

**Exams**

No Exam Enr

CE

LEP Flag

By clicking the Continue button below, I certify that the firm maintains and will produce upon request a properly executed LEP Request Form for this submission.

**If you select 'Cancel':**

- The screen will reflect that **Changes have not been saved.**
- You will need to go through the process again and select **Continue** on the **Certification** screen if you want to submit the LEP request.

 **Changes have not been saved.**

### Limited English Proficiency (LEP) Request

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

**FINRA provides candidates with Limited English Proficiency (LEP) additional time to complete a FINRA-administered qualification examination or Regulatory Element Continuing Education (CE) session. Candidates with LEP are persons who do not speak English as their primary language and have limited ability to read, speak, write or understand English. Refer to FINRA's LEP webpage for additional details.**

**A firm may request additional time based on LEP for this candidate for any open enrollments that do not reflect an appointment status of "Scheduled" by selecting the check box for the appropriate examination or CE session. A firm may use the Select All button to request additional time for all eligible enrollments. An LEP Request Form executed by this candidate and a principal/officer of the firm attesting that this candidate has LEP must be maintained by the firm and produced upon request.**

**Individual Information**

RR Registered:	Yes
RA Registered:	No
Billing Code:	23714

**Exams**

LEP Flag	Exam ID	Enrollment ID	Appointment Status	Appointment Date	Vendor	Confirmation Number	Vendor Center ID	Location	Window Begin Date	Window End Date
<b>All</b> <input type="checkbox"/>										
<input checked="" type="checkbox"/>	S27	34240931							02/19/2014	06/19/2014

**CE**

No CE Enrollments Found

- When the LEP request has been submitted, you can schedule the appointment with the extra time with either testing vendor (Pearson VUE or Prometric).

**NOTE:** If FINRA is unable to process your LEP request to an enrollment, your firm and/or the representative will be contacted.