FINCA.

# **Financial Professional Gateway**

# **ENROLLING IN THE MQP and/or EVEP**

Eligible individuals can use this guide to enroll in FINRA's Maintaining Qualifications Program (MQP) to maintain their FINRA qualification exams and/or NASAA's Exam Validity Extension Program (EVEP) to extend the validity of their state exams for up to five years in participating jurisdictions.

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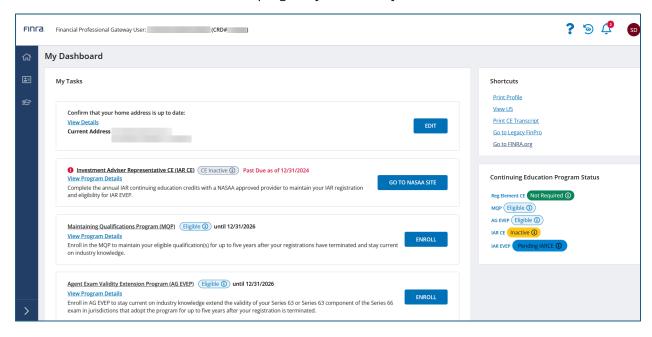
# **Accessing FinPro**

MQP and EVEP enrollment is only available to eligible individuals through their Financial Professional Gateway (FinPro) account.

If you have logged in to FinPro before, you can navigate directly to the <u>FinPro login page</u>. If you do not have a FinPro acount, you may create one <u>here</u>.

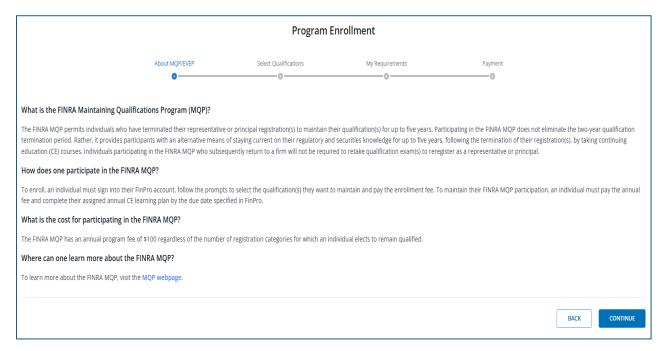
### **Enrolling in the MQP and/or EVEP**

If you are eligible for FINRA's MQP and/or NASAA's EVEP, you will see an invitation to enroll for each program displayed on your **Dashboard My Tasks** list. Click on **View Program Details** to get more information, then click **ENROLL** for the program you want to join.

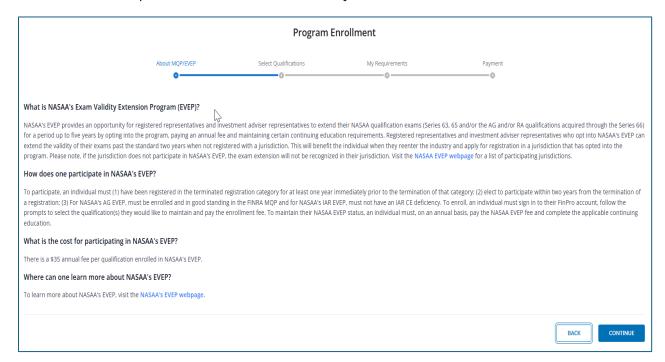




To start the enrollment process, you will be shown high-level descriptions for each program.



#### Click **CONTINUE** to proceed. Click **BACK** to return to your FinPro account.



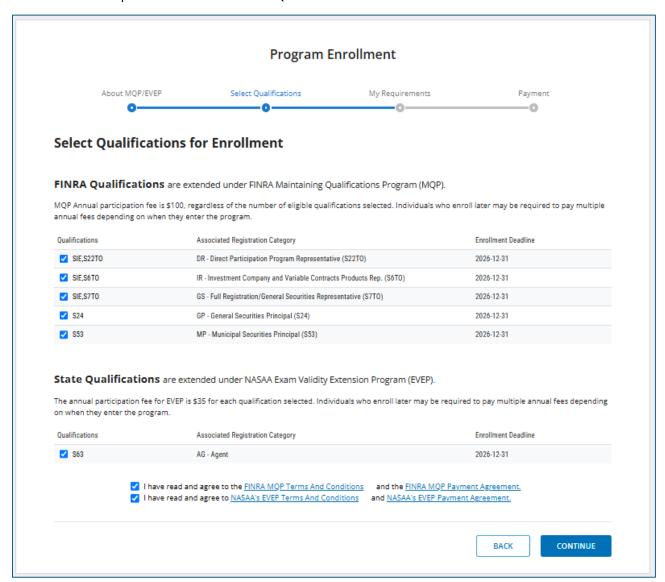
Click **CONTINUE** to proceed. Click **BACK** to return to your FinPro account.



You will see the eligible qualifications, annual program fees, and the CE learning plan that will be assigned to you, as you move through the enrollment process. Carefully review this information before proceeding with the payment.

Review the list of eligible FINRA and/or state qualifications and the deadlines, then check the box next to the qualification(s) you want to enroll in the program(s).

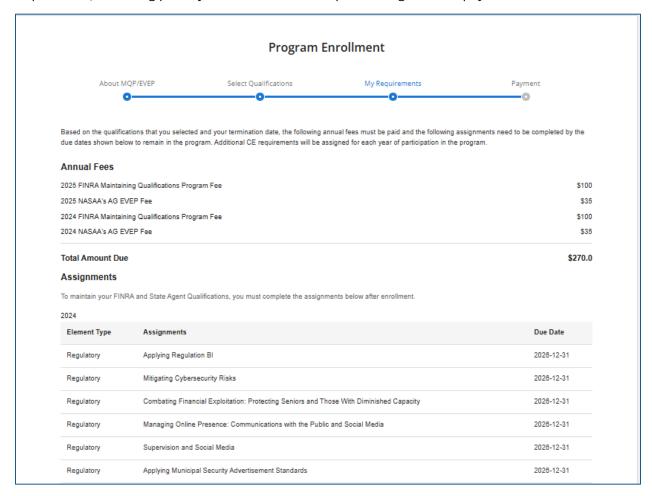
Note: Enrollment in the MQP is one of the requirements to enroll in the AG EVEP; however, the IAR EVEP does not require enrollment in the MQP.



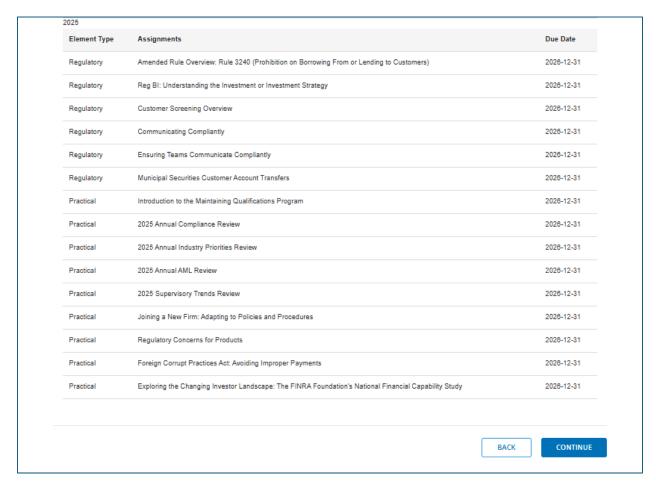
Check the box(es) to agree to each of the program-specific **Terms and Conditions** and program-specific **Payment Agreements**, then select **CONTINUE**.



The **My Requirements** page details enrollment fees, the CE that will be assigned and the due date(s) for completion to remain in the program(s). Carefully consider whether you can complete the required MQP learning plan by the due date before proceeding with the payment.

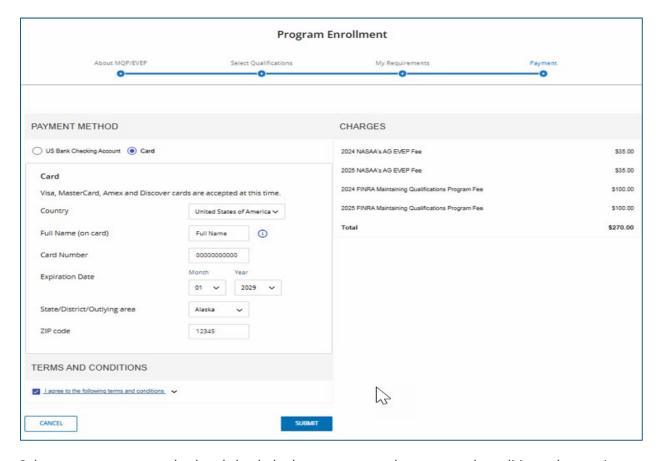




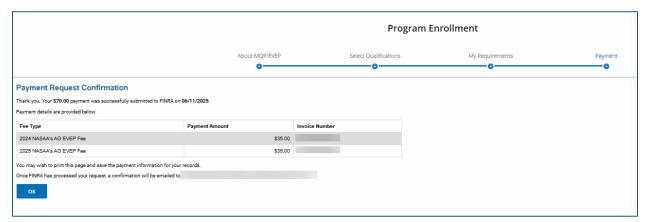


Select **CONTINUE** to advance to the payment screen.





Select your payment method and check the box to agree to the terms and conditions, then review before you click **SUBMIT**. Once your payment has been submitted, a confirmation screen will display.

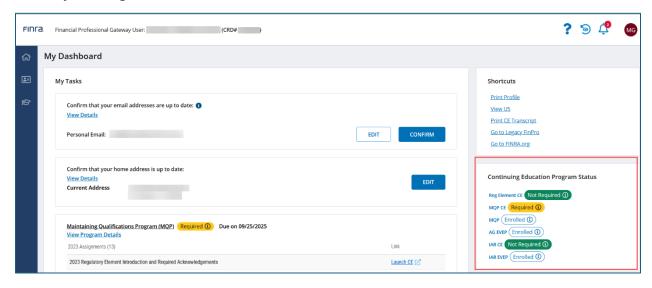


Your qualifications are not enrolled in the programs until your payment is confirmed.

Click **OK** to return to your FinPro account **My Dashboard** page.



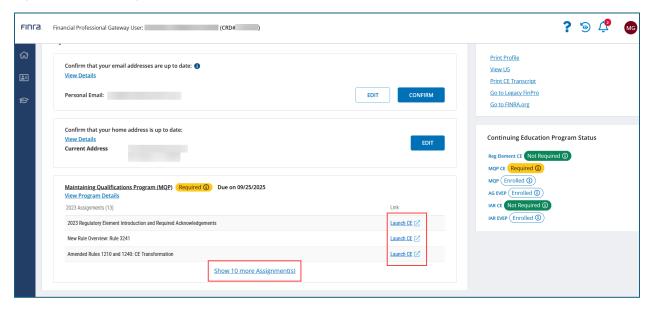
Your MQP and EVEP enrollment statuses will be displayed under the **Continuing Education Program Status** section on your FinPro account **Dashboard**. Review the information on your **Continuing Education Details Current CE** tab carefully to understand the program requirements, such as your assigned CE and CE due dates.



## **Launching MQP Continuing Education Courses**

You can launch your assigned CE course(s) from one of two locations within FinPro.

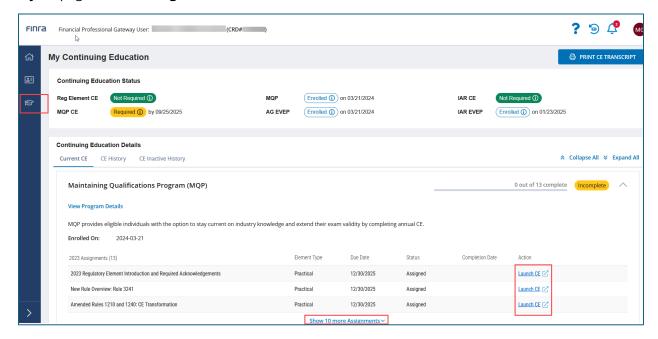
#### My Dashboard - My Tasks





Select **Launch CE** for each course. The list of assigned CE course(s) displays a maximum of three rows by default; however, you can click **show more assignments** to view your additional requirements.

My CE page - Continuing Education Details - Current CE tab



Use the left navigation panel to go to the **My CE** page **Continuing Education Details** section, then select the **Current CE** tab to view your MQP learning plan. The list of assigned CE courses displays a maximum of three rows by default, with incomplete assignments at the top. You can click **show more assignments** to view your additional requirements.

# **Additional MQP and EVEP Information in FinPro**

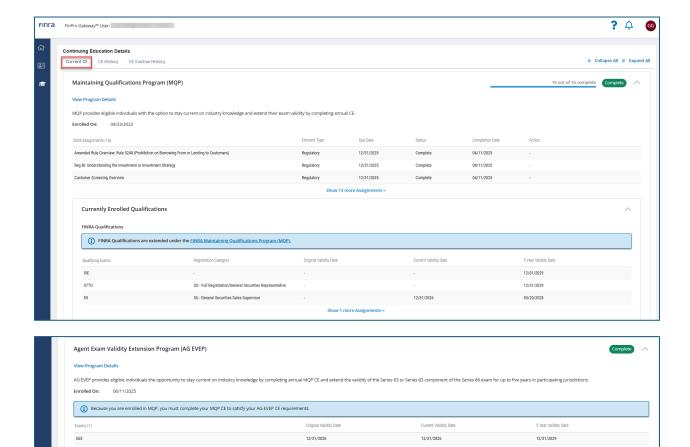
### 1. Enrolled Qualifications

The **Current CE** tab details qualifications that have been successfully enrolled in the MQP and EVEP.

### **Qualification Info**

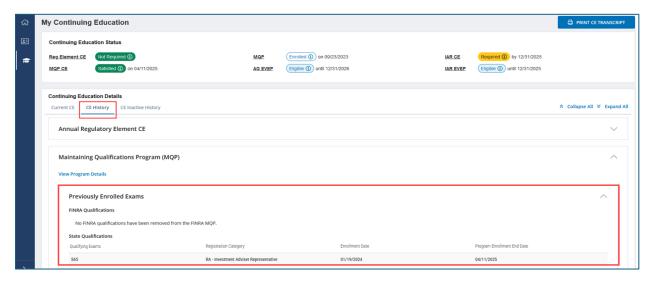
- Enrolled Qualifications
- Previously Enrolled Qualifications
- Eligible Qualifications





### 2. Previously Enrolled Qualifications

The **CE History** tab details qualifications that are no longer enrolled. This section will only appear if you have qualifications that are no longer enrolled.





### 3. Eligible Qualifications

Qualifications you have which are not enrolled in MQP, but may be eligible, are shown here. The list displays a maximum of three rows by default; however, you can click **show more** to view additional qualifications.

Similarly, qualifications that may be eligible for the AG EVEP or IAR EVEP will be shown in separate EVEP sections on the **Current CE tab**. You may click **Enroll Now** if you wish to add these qualifications to your enrollment(s).

