

<b>Web CRD</b>	<b>Limited English Proficiency (LEP) Request</b>
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FINRA provides candidates with Limited English Proficiency (LEP) additional time to complete a FINRA-administered qualification exams that certify a individual for registration with FINRA or to engage in securities business. LEP is not available for candidates taking the Securities Industry Essentials (SIE) exam.

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

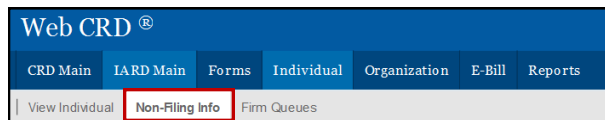
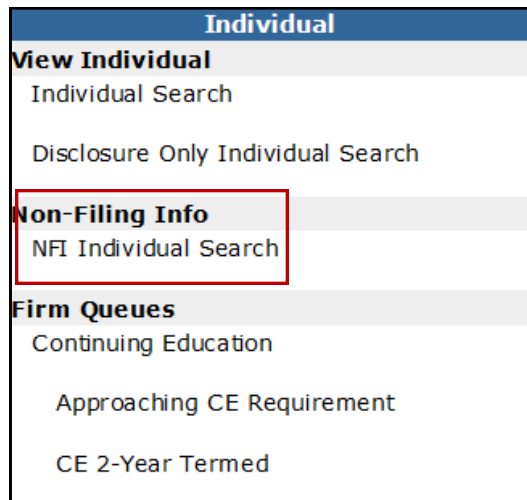
There are two ways to access the **LEP** functionality in Web CRD:

**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: <input style="width: 150px;" type="text"/>	First Name: <input style="width: 150px;" type="text"/>
Middle Name: <input style="width: 150px;" type="text"/>	Perform "sounds-like" search <input type="checkbox"/>

Firm CRD Number: <input style="width: 150px;" type="text"/>	Firm Name: <input style="width: 150px;" type="text"/>
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Available States	>>	<<	Selected State(s)
Alabama Alaska Arizona Arkansas California	>>	<<	

**Select Number of Rows**

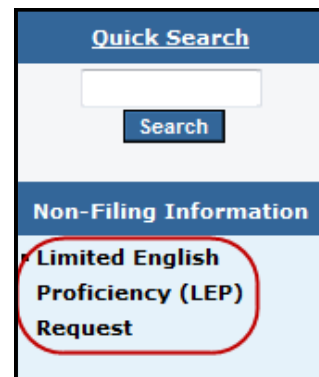
Number of Rows per Page:

**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 qualification exam enrollments without a Special Accommodation approval on file.
3. Click the **LEP Flag** for the appropriate **Exam**. If you are requesting LEP for multiple enrollments, click the **LEP Select All** button. Click Submit.

**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. 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. 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:

**Exams**

LEP Flag	Exam	Enrollment ID	Appointment Status	Appointment Date	Vendor	Confirmation Number	Vendor Center ID	Location	Window Begin Date	Window End Date
<input type="checkbox"/>	S7	36835529							08/11/2018	12/09/2018
<input type="checkbox"/>	S24	36835530							08/11/2018	12/09/2018
<input type="checkbox"/>	S63	36835531							08/11/2018	12/09/2018

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.

**i** Your request for additional time based on LEP and accompanying certification has been successfully submitted. You may now schedule an appointment for the candidate.

### Limited English Proficiency (LEP) Request

Individual CRD#: 1111111 Individual Name: DOE, JOHN

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**Individual Information**

RR Registered:	Yes
RA Registered:	No
Billing Code:	

**Exams**

LEP Flag	Exam	Enrollment ID	Appointment Status	Appointment Date	Vendor	Confirmation Number	Vendor Center ID	Location	Window Begin Date	Window End Date
Select All <input type="checkbox"/>										
<input type="checkbox"/>	S7	36835529							08/11/2018	12/09/2018
<input checked="" type="checkbox"/>	S24	36835530							08/11/2018	12/09/2018
<input type="checkbox"/>	S63	36835531							08/11/2018	12/09/2018

**OR**

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

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**

Changes have not been saved.

Limited English Proficiency (LEP) Request

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

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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. 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:	

Exams

LEP Flag <i>Select All</i> <input type="checkbox"/>	Exam	Enrollment ID	Appointment Status	Appointment Date	Vendor	Confirmation Number	Vendor Center ID	Location	Window Begin Date	Window End Date
<input type="checkbox"/>	S7	36835529							08/11/2018	12/09/2018
<input type="checkbox"/>	S24	36835530							08/11/2018	12/09/2018
<input type="checkbox"/>	S63	36835531							08/11/2018	12/09/2018

5. When the LEP request has been submitted, you can schedule the appointment with the extra time with the testing vendor, Prometric.